

Highlander Event Scheduling Release Dates

Registered Student Organizations (RSO)

Highlander Union Conference Rooms and Outdoor Locations*:

July 1st – book through June of the following year

Monday of Spring Break – book through the end of Fall Quarter

*Grounds Department has a standard six week lawn closure *following* major events including: Convocation, Block Party, and Spring Splash assess and repair damages. During this time frame, event requests will be review on a case by case basis.

Grounds Department has a standard six week lawn closure *prior* to Commencement.

Academic Classrooms for Non-Academic Events (after 6pm) / Weekends**

Six weeks *prior* to the first day of instruction*

*dates may vary based on Registrar's release of academic schedule

**Academic classrooms are not available for reservation the first two full weeks of instruction due to the add/drop deadline. Class sizes may shift during this time period requiring relocation.

Campus Departments

Highlander Union Conference Rooms and Outdoor Locations:

One quarter in advance*

* Advance bookings are subject to approval from the Highlander Union Governing Board

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