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

**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.