

General Use Conference Scheduling

The Academic Space & Course Management team in the Office of the Registrar is responsible for carefully reviewing and processing academic event inquiries. General Use classroom facilities for regularly scheduled courses and other course related activities, have priority over other purposes.

Non-university affiliated event requests will not be scheduled in General Use classrooms. Internal for-profit events with registration, vendor, conference or membership fees will secure space at alternate venues. Requests for general use space will only be permitted to provide reserve support. Internal non-profit events for outside attendees will be assessed for their support of the USF Strategic Plan, student support, or community engagement. Internal non-profit events for the USF community will be accessed by meeting requirements, available space, and resource needs.