CSUSM | *Division of University Advancement*
EVENT AND CONFERENCE SERVICES

Faculty & Staff 25Live REMINDERS AND TIPS

Minimum Submission Deadlines

- Meeting Only – A minimum of 3 business days prior to event date.
- Campus Self Service Events – A minimum of 3 weeks prior to event date.
- Campus Full Service Events – A minimum of 8 weeks prior to event date for events with alcohol or outside vendors (minimum of 3 weeks if no alcohol or outside vendors)

FIRST 3 WEEKS RULE:

Academic Spaces cannot be requested until after the first 3 weeks of the semester have passed, unless the dates are during U-Hour (Tues/Thurs 12:00pm-12:50pm)

Fall 2026: September 21st
Spring 2027: February 15th

PRIORITY SCHEDULING:

Campus Colleges and Departments who submit their reservation before these deadlines will receive priority consideration.

August 1st: Deadline for all Campus Colleges and Departments for fall semester.

December 1st: Deadline for all Campus Colleges and Departments for spring semester.

UNIQUE EVENT NAME:

Instead of searching by reference number, use a distinctive Event Name/Title to help search and keep track of your reservations.

*Include a Title if you are publishing the event to a calendar.

RATE SHEETS:

Event and Conference Services:
ECS Event Policies/Procedures

University Student Union:
USU Resources Page

FULL-SERVICE LOCATIONS:

Some locations, like the USU, MMH, Athletic Fields, and Reading Room are required to be submitted with the **Campus Full Service** event type. In general, any location that has a rental fee is required to be submitted as **Campus Full Service**.

MULTIPLE DATES & LOCATIONS:

- Multiple locations and occurrences can be included on the same reservation.
- Reservations grouped by the semester are allowed ONLY if there are no rental fees or billing involved. Your safest bet is to separate reservations by the MONTH.