Access to Space for Events

Approved by the Space Use Advisory Committee; April 6, 2015
Proposed Revisions for Space Use Advisory Committee; January 18, 2018

INTENTION AND SUMMARY

Access to classroom and event space is provided to support mission-driven activities of the institution. This procedure is designed to promote understanding of the conditions under which an internal Cornell group or unit may reserve space on campus for non-class activities. This procedure also promotes more efficient use of campus space in accordance with the Cornell University Space Management Principles approved by the Capital Funding & Priorities Committee on April 24, 2012.

Academic classes have scheduling priority for classrooms, meeting rooms, and other general-purpose type spaces during weekdays from 8:00 AM – 4:25 PM during the academic semesters, in accordance with the Policy on Scheduling. Schedulable spaces may be reserved for non-class events once classes are scheduled for the academic semesters and, at all other times, in advance by group size.

This procedure:

• Provides guidelines to requesters to reserve rooms for non-class events.
• Promotes the availability of all classroom, meeting and other event spaces on a first-come, first-serve basis, based on group size, and in accordance with other applicable policies.
• Aligns with the Instructional Space Scheduling Policy in promoting stewardship of institutional resources, including facilities, equipment, technical support staff, and administrative staff associated with room scheduling activities.

EXPECTATIONS

Requestors of space should demonstrate respect for the staff who support room scheduling, operations and maintenance through professional communications and responsible room use.

Room schedulers will apply this procedure uniformly to all requestors of space, such as registered student organizations3 and faculty and staff sponsors of meetings and events as well as specific units in

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1 This Procedure supersedes the Advance Scheduling Procedure approved by the Space Use Advisory Committee on April 6, 2015.
2 The policy on scheduling was established by the University Faculty and the Faculty Council of representatives in 1950 and last amended in 1981.
3 All student organizations must register annually with the Campus Activities Office. A registered student organization (RSO) is allowed to reserve space on campus, hold events on campus, use Cornell’s name and artwork, and qualify for club insurance through the Student Assembly's Club Insurance Program.
support of programming, such as the School of Continuing Education and Summer Sessions, the Undergraduate Admissions Office, and Alumni Affairs & Development.

Unit stewards of space should make space available to requesters according to these procedures. Units should not preference requesters beyond the guidelines outlined in this document.

RELATED POLICIES

Space and scheduling-related policies are published by the Division of Budget and Planning. Two policies of particular relevance to the use of class and event spaces include the following:

- The Instructional Space Scheduling Policy supports conflict-free instructional schedules for students and faculty, and efficient use of classroom resources. It establishes objectives for class scheduling on weekdays and Saturday mornings during the academic semesters.
- Fees for Internal Users of Cornell Physical Space establishes consistent procedures to determine and charge space rental fees to internal users and describes the circumstances under which a fee may be charged. An Interdepartmental Fee Committee approves the amount of space rental fees.

DEFINITIONS

Academic Calendar: Published by the Dean of the Faculty and defines the periods of academic activity, typically identified as the fall semester, winter session, the spring semester and summer sessions. During the fall and spring semesters, all formal undergraduate classes or laboratory exercises are not permitted between the hours of 4:25 PM and 7:30 PM, by policy of the University Faculty.

Assembly: A room designed and equipped for the assembly of many persons for events such as dramatic, musical, devotional, livestock judging, or commencement activities. The room can also be used for instructional or classroom activity purposes to a minor or incidental extent. Inventoried as room type 610.

Breaks: A general term used to refer to periods of time when fewer classes are scheduled, including weekends, holiday weekends, Fall Break, Thanksgiving Recess, winter intersession, February Break, and Spring Break.

Bulk Scheduling: The process of running an algorithm used to optimize space usage for classes in classrooms. Fall and spring semester classes and six- and eight-week summer session classes are bulk scheduled by the University Registrar during June, November, and March respectively.

Class: An instance of a course offered for a specific period of time by specific instructors. Some elements that define a class are determined at the course level, including subject, course #, grading option, credit hours, title, and component. The main elements that are specific to the class level are: term offered, instructor(s), meeting times, meeting days, room.

Classroom: A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes general-purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled, non-laboratory instruction. Inventoried as room type 110.

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4 Room type names and descriptions included in these definitions are as defined by Policy 2.7, Reporting the Use of Facilities, last updated November 3, 2016. The Cornell classification of rooms is based on the Postsecondary Education Facilities Inventory and Classification Manual (FICM) published by the National Center for Education Statistics. This system provides a standard classification for describing the assignable space, by use, within campus facilities.
Conference Room: A room serving an office complex and used primarily for staff meetings and unit activities that are not directly related to instruction. Inventoried as room type 350.

Event: A generic term for any scheduled activity, including a class, meeting, presentation, conference or conference session, educational seminars, summer camps, etc.

Event Intervals: Discrete periods of time during which rooms can be advance scheduled. Includes weekends, semester breaks, and the summer break. A limited number of classes are scheduled during the event intervals. Schedulable rooms on the entire campus are available for conferences and events during the event intervals. The Event Intervals are highlighted in the annual calendar overview in Appendix A.

Event Registration Form: A tool used to help Cornell event planners connect with university officials in order to enhance the event planning experience and the communication of relevant policies and procedures. Certain events (not classes) must be registered through submission of the Event Registration Form; see http://www.activities.cornell.edu/EventReg/ for more information.

Meeting Room: A room used for a variety of non-class meetings. Inventoried as room type 680.

25Live®: A scheduling system that facilitates and manages the scheduling of classes and events, allowing authorized users to search for and request or book times, venues and resources.

25Live® Spaces: Instructional and assembly rooms and outdoor spaces reserved through the 25Live® tool.

Schedulable Space: A room or group of rooms that can be reserved; includes assembly areas, classrooms, conference rooms, and meeting rooms.

Summer Break: The period of time between the end of spring final exams and fall semester residence hall move-in.

Summer Sessions: Three-week, six-week, eight-week, and special sessions during which academic courses are offered during the summer break event interval, typically from end of May through early August.

Winter Session: Three-week and special sessions during which academic courses are offered. Typically occurs between December 26 and January 20 and overlaps with the winter break event interval.

**CONTACTS & RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>ROLE</th>
<th>CONTACT</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Registrar</td>
<td><a href="mailto:univ_scheduling@cornell.edu">univ_scheduling@cornell.edu</a></td>
<td>Questions regarding class scheduling and resolution of scheduling conflicts for classes and instructional spaces</td>
</tr>
<tr>
<td>Space Management Program Manager</td>
<td><a href="mailto:spaceplanning@cornell.edu">spaceplanning@cornell.edu</a></td>
<td>Questions regarding non-class scheduling and resolution of scheduling conflicts for non-class events and non-instructional spaces</td>
</tr>
<tr>
<td>Conference Services</td>
<td><a href="mailto:confserv@cornell.edu">confserv@cornell.edu</a></td>
<td>Information clearinghouse for summer break events</td>
</tr>
<tr>
<td>Event Registration Form</td>
<td><a href="https://activities.cornell.edu/EventReg/">https://activities.cornell.edu/EventReg/</a></td>
<td>Tool used by event planners to register events with University officials</td>
</tr>
</tbody>
</table>
PROCEDURE TO ACCESS SPACE FOR NON-CLASS EVENTS

Non-class events by any Cornell-related unit, student organization, faculty, and staff may be scheduled anywhere on campus during:

1. Event intervals (including weekends)
2. Between 4:25 PM – 7:30 PM on weekdays during fall and spring semesters
3. Between 8:00 AM – 4:35 PM on weekdays during fall and spring semesters after bulk scheduling is complete

Requesters should:

- Schedule events when details such as time and group size are known. All schedulable space in all buildings is available for advance reservation. Rooms throughout campus will be reserved on a first-come, first-served basis, based on group size, as outlined in Table 2.
- Contact the existing room reservation contacts to schedule space. The University Registrar, college and administrative division schedulers, and building coordinators serve as the primary contacts for the majority of room reservations. The University Registrar attempts to maintain a current list of contacts for room scheduling at https://registrar.cornell.edu/spaces.
- Select the room based on the type, length and date of the activity, the group size, and the overall fit of the group to the room(s).

<table>
<thead>
<tr>
<th>GROUP SIZE5</th>
<th>&gt; 5000</th>
<th>1000-4,999</th>
<th>500-999</th>
<th>&lt; 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosting college, department or unit should begin event planning</td>
<td>At a minimum, 42-48 months in advance</td>
<td>At a minimum, 30-36 months in advance</td>
<td>At a minimum, 18-24 months in advance</td>
<td>At a minimum, 12-18 months in advance</td>
</tr>
<tr>
<td>25Live® spaces can be secured by any Cornell or Cornell-sponsored party</td>
<td>36 months in advance</td>
<td>24 months in advance</td>
<td>18 months in advance</td>
<td>12 months in advance</td>
</tr>
<tr>
<td>Scheduling Black Out Period (event scheduling on hold for 25Live® spaces)6</td>
<td>March 1-31 of the year of the event for the summer break</td>
<td>June 1-30 of the year of the event for the fall semester</td>
<td>November 1-30 of the year of the event for the spring semester</td>
<td></td>
</tr>
</tbody>
</table>

Table 2. Scheduling protocol by group size.

Space Reservation Considerations

Spring. Spring weekends, especially in April, are very busy. Non-student organization event organizers should be mindful of the needs of student organizations for event venues during these weekends and should avoid these peak times as much as possible. Any organizer with an advanced reservation for event space on a spring weekend should be prepared to negotiate for that place and time in response to emerging event needs. For consideration of negotiation priorities, see the last section of the Procedure, Resolution of Conflicts.

Summer. Six and eight-week summer session classes are bulk scheduled in March of the current year. All other summer break activities receive priority based on group size and, within group size, by the

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5 Larger group sizes are given preference for spaces earlier than smaller group sizes under the assumption that it is easiest to accommodate large groups when the broadest array of rooms – in terms of both quantity and size – is available.
order in which the reservation is made (see Table 2). Other activities may include 3-week and special summer sessions classes; Engineering cooperative program classes; other summer classes sponsored by the colleges; non-class programs managed by the School of Continuing Education and Summer Session, including Cornell’s Adult University; and all other events such as Reunions, Commencement, Admissions information sessions, and conferences. Organizers of such events should schedule the room(s) when the details of the event are sufficient to identify the best location and based on the group size timeframe included in Table 2.

**Evenings.** During the hours of 4:25-7:30 PM on weekdays during the academic semesters, some conflicts between events and graduate level classes may arise. In these cases, as in all cases, all parties are encouraged to negotiate to find the best fit between activities and rooms and consider appropriate transition times when scheduling evening events.

**Physical location.** Rooms should be reserved in a geographic area that is appropriate to the activity and the people involved.

**Room fill.** Room selection should be based on the projected ability to achieve 65-90% seat fill.

**Space reservations.** Units should use standard scheduling systems for schedulable rooms: 25Live® for instructional and assembly spaces and Outlook® for conference and meeting rooms. Event planners should use the preferred scheduling software (25Live® or Outlook®) for each room reserved. Outdoor spaces used for conferences/events should be scheduled through 25Live® to avoid conflicting uses.

**Fee Control.** Space fees are managed under [Fees for Internal Users of Cornell Physical Space](http://www.activities.cornell.edu/EventReg/). The quoted room rental fee will be based on the projected rate for the applicable year. In the event that the rate at the time of use is lower than the current projection, the fee paid will be the lesser of the two.

**Conference Services notification.** Conference Services serves the role of information clearinghouse for non-class, summer events on campus, independent of the unit’s fee-for-service role managing conferences. Conference Services will gather event information for the University calendar (published or unpublished), participate in and inform decisions about campus dining venue operational hours, identify issues related to permitting and public safety, and generally help to share information to provide a more coordinated experience for all event hosts.

**Registering Events.** The host unit must register the event using the Event Registration Form if the event meets the criteria stipulated at [http://www.activities.cornell.edu/EventReg/](http://www.activities.cornell.edu/EventReg/).

**BEST PRACTICES**

All Cornell users of space should be as flexible as event circumstances will allow in meeting the needs for event space while also accommodating the needs of others. Cooperation should be at the core of all negotiations related to meeting space needs.

Principles used in the scheduling process include:

- Stewardship of University resources, especially as measured through space utilization goals, i.e., use of appropriately sized space.
- Space characteristics that match event needs.
- Distance to location for those events involving faculty, student and staff participation.
- The availability of another space that meets the programmatic needs, i.e., accessible, air conditioned, of the correct size, containing the required equipment, and otherwise appropriate.
• Flexibility to accommodate temporary relocations of long-term events to meet occasional short-term needs.

RESOLUTION OF CONFLICTS
The Best Practice principles will be used to resolve infrequent conflicts that may result when two or more parties request the same space at the same time.

The University Registrar and the Space Management Program Manager are committed to assisting units in finding equivalent space when conflicts arise.

As noted in the Contacts & Responsibilities section, the University Registrar is primarily responsible for resolving conflicts related to instructional spaces and the Space Management Program Manager is primarily responsible for resolving conflicts related to non-instructional space. Any event organizer encountering a conflict should contact the responsible party to discuss the concerns and seek resolution.

If the responsible office cannot resolve an existing conflict to the satisfaction of all parties, then any party may ask to convene a meeting of both the Registrar and the Space Management Program Manager with a representative from each unit involved in the conflict. The University Registrar and the Space Management Program Manager will render jointly a decision.

If such a meeting cannot resolve the conflict, then the Space Management Program Manager will seek resolution through the Space Use Advisory Committee.
### Appendix A. Overview of annual calendar, including event intervals.

<table>
<thead>
<tr>
<th>EVENT INTERVAL, WEEKEND</th>
<th>DESCRIPTION</th>
<th>LENGTH (DAYS)</th>
<th>WEEKDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekend</td>
<td>Weekend days beginning at 4:30 PM Friday and ending at 8 AM Monday</td>
<td>2/week</td>
<td>Saturday-Sunday</td>
</tr>
<tr>
<td><strong>Start of Fall Semester</strong></td>
<td>Residence Halls Open/Orientation Begins</td>
<td>--</td>
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</tr>
<tr>
<td>Labor Day Holiday Weekend</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Break</td>
<td>Period of time between the end of fall final exams and December 24th</td>
<td>3</td>
<td>Saturday-Monday</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>University Closed; December 25 – January 1</td>
<td>4</td>
<td>Saturday-Tuesday</td>
</tr>
<tr>
<td>Late Fall</td>
<td>Period of time between January 2nd and the beginning of spring instruction; includes Martin Luther King, Jr. holiday weekend</td>
<td>5</td>
<td>Wednesday-Sunday</td>
</tr>
<tr>
<td>Employee Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Instruction begins</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td><strong>Start of Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February Break</td>
<td></td>
<td>4</td>
<td>Saturday-Tuesday</td>
</tr>
<tr>
<td>Spring Break</td>
<td></td>
<td>9</td>
<td>Saturday-Sunday</td>
</tr>
<tr>
<td>Summer Break (start)</td>
<td>The end of spring final exams</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Late Spring</td>
<td>Period of time between the end of spring final exams and commencement weekend</td>
<td>3</td>
<td>Wednesday – Friday</td>
</tr>
<tr>
<td>Commencement</td>
<td>The ceremony of conferring degrees at the end of the academic year and related events</td>
<td>3</td>
<td>Saturday – Monday</td>
</tr>
<tr>
<td>Steam Shutdown</td>
<td>Annual campus-wide steam shutdown that allows performance of essential maintenance work. Occurs during the week following commencement. May limit use of some facilities.</td>
<td>3</td>
<td>Tuesday – Thursday</td>
</tr>
<tr>
<td>Reunion</td>
<td>An annual gathering that begins on the Monday following Memorial Day and ends the following Monday.</td>
<td>8</td>
<td>Monday – Monday</td>
</tr>
<tr>
<td>Summer Break (end)</td>
<td>Fall semester residence hall move-in</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>