



Physical Sciences Complex Space Reservation and Use Policy

The College of Arts and sciences joined with the College of Engineering to build the Physical Sciences Building which expanded laboratory and classroom space and redefined the relationships among physicists, biologists, chemists, and engineers through shared research facilities. This state of the art facility reflects the world-class research and status of the Physical Sciences at Cornell. The Physical Sciences Building (PSB) contains labs, offices, public spaces and an Atrium connecting it to Clark Hall and Baker Lab. This policy applies to the use of meeting rooms and public spaces within PSB as well as Clark Hall.

Although research laboratories and offices constitute the majority of space in the Physical Sciences Complex, there are a variety of areas, including conference rooms, an atrium and a terrace that may be reserved for use. Use of the facility will generally be restricted to the Physical Sciences Complex community, which consists of the following groups:

1. School of Applied & Engineering Physics (AEP)
2. Department of Chemistry & Chemical Biology (C&CB)
3. Laboratory for Applied & Solid State Physics (LASSP)
4. Laboratory for Elementary-Particle Physics (LEPP)
5. Cornell Center for Materials Research (CCMR)
6. Department of Physics

However, these spaces will also be made available to other Cornell departments or affiliated groups, subject to four conditions:

- Use of those facilities will not disturb or otherwise inhibit Physical Sciences Complex activities
- The entity follows all appropriate University policies as well as those contained in this document
- The entity using the spaces will take proper care of the facilities and take full responsibility for any damages that may occur; and
- The entity agrees to the space use fees described later in this policy, which are intended to recover costs associated with maintenance and replacement of furniture, fixtures and equipment within these spaces.

Physical Sciences Complex management reserves the right to refuse reservations it believes are not in keeping with the facility's mission or could jeopardize its security.

Rooms are available for reservation on a first-come, first-serve basis and may not be reserved more than one year in advance for the atrium or one semester in advance for the conference and seminar rooms. Guidelines for allowable use are outlined on the following pages.

Hours/Days Available/General Conditions

The Physical Sciences Complex is dedicated to research in the Physical Sciences. As such, the buildings are used by researchers and students 24 hours a day, all year long. Some areas may be sectioned off for specific use, but the buildings are continually occupied and active. If you are considering using the Physical Sciences Building's atrium or terrace for an event, you should be prepared to be a co-user along with students, faculty, and researchers. Pedestrian through-traffic as well as daily student and campus business may limit plans to use this area for an exclusive purpose.

The meeting rooms and spaces that are available to the general Cornell community, along with the associated fees, are listed in the following tables. Please contact the Physical Sciences Building Administrative Coordinator via email at tdd26@cornell.edu to request your reservation.

Space	Maximum Capacity	Space Features/Requirements
Baker Portico Rooms 157-158	247 standing, 176 seated, 82 with tables and chairs	Typical acceptable activities include receptions, small dinners, presentations or poster sessions. Activities not allowed are regularly scheduled classes or seminars, or hands-on activities such as experiments, use of chemicals, heat sources, artwork/crafts, amplified music (except for light background music for dinners/receptions), singing, or dancing. Food and beverages are allowed. Please consult the Physical Sciences Administrative Coordinator regarding furniture placement and access to building facilities during your event as well as for questions regarding layout, total capacity, and combined usage. The atrium has a large amount of furniture and very limited storage capacity, so you will need to consider how to use much of the existing furniture as part of your event. Please see Figure 1 for egress pathways that must remain clear at all times.
Baker Atrium Room 156	332 standing, 237 seated, 110 with tables and chairs	
Café Seating Room 155	103 standing, 73 seated, 34 with tables and chairs	
Clark Atrium Room 154	420 standing, 300 seated, 140 with tables and chairs	
West Pavilion Room 152	162 standing, 116 seated, 54 with tables and chairs	
South Passageway Room 150	152 standing, 108 seated, 50 with tables and chairs	This room serves as the primary classroom for the School of Applied and Engineering Physics (AEP). As such, no reservations will be accepted for this space until AEP has finalized their class schedule for a given semester. Typical acceptable activities include seminars, meetings, presentations, discussions, or training. This room has advanced presentation and video-conferencing, with built-in projector, computer and document camera as well as standard laptop connections. Food and drinks are not allowed in this room.
PSB Seminar Room 120	120 in auditorium-style seating	
PSB Conference Room 401	75 standing, 75 seated, 69 with tables & chairs	
Clark Hall Room 700	155 seated, 332 standing	
Clark Hall Room 701	87 seated, 186 standing	Typical acceptable activities include seminars, meetings, presentations, phone conferences, discussions, or training. Activities not allowed are regularly scheduled classes or hands-on activities such as experiments, use of chemicals or heat sources. Food and beverages are allowed. These rooms have basic presentation capabilities, with a built-in projector, computer and document camera as well as standard laptop connections. Adjacent kitchenette for serving food. Room 401 also has a document camera and video-conferencing capabilities.

Notes for Above Spaces:

- Where food and beverages are allowed, it is the user's responsibility to remove any trash generated during the event. The trash must be bagged and taken to the dumpster at the Clark Hall loading dock.
- Standing = all furniture removed from that area
- Seated = only chairs set up in that area
- Tables & Chairs = seated dining type setup with only tables and chairs in that area. (Note: The use of round banquet tables may not allow for max. capacity due to the physical dimensions of the spaces.)
- Table and chair setup areas must have adequate egress aisles maintained throughout. Open circulation areas and minimum 5 foot egress aisles must be maintained as shown on the Physical Sciences Building Atrium Assembly Area Floor Plan. **See Figure 1 for details.**
- Above maximums do not include non-assembly occupants in the general circulation and egress areas of the atrium. It is the responsibility of the person in charge of the event to insure that the occupant load does not exceed the posted number
- **See Figures 2-9 at the end of this document for space diagrams.** The event coordinator must use these diagrams to indicate set up requirements for their events and send them to the Physical Sciences Administrative Coordinator at least one week in advance.

Space Use Fees			
Space	First Hour	Additional Hours	Set Up Fee
Baker Portico Room 157-158	\$40	\$20/hr	\$50
Baker Atrium Room 156	\$40	\$20/hr	\$50
Clark Atrium Room 154	\$40	\$20/hr	\$50
PSB Seminar Room 120	\$20	\$15/hr	N/A
PSB Conference Room 401	\$20	\$15/hr	\$40
Clark Seminar Room 700	\$15	\$15/hr	\$40
Clark Seminar Room 701	\$15	\$15/hr	\$40
Kitchenette for 700 or 701	\$25	N/A	N/A

Notes and Additional Fees:

- Space use fees will not be charged to groups within the Physical Sciences Complex community listed on page 1 of this policy as well as all groups/departments within the College of Arts and Sciences, including events sponsored by these groups.
- These fees will be effective for reservations starting on 7/1/2013, except for those events reserved before the date of this policy update.
- An account number will be required to confirm your reservation.
- Set up fees will be charged for any changes to the existing space furniture layout. Minor changes such as the placement of up to 5 folding tables without moving existing furniture will be done at no charge.
- For catered events or other events with food, custodial services must be arranged at your expense. If your department has a standing work order, then you can obtain custodial services by contacting Facilities Customer Service at 255-5322. Otherwise, you must contact Carrie Maine in Facilities Services at 255-5174. There is a 4-hour minimum charge for this service.
- If AV Support Services are desired, arrangements can be made with Cornell's Video Collaboration Services group for a fee as described at the following website: <http://www.it.cornell.edu/services/av/> or you may contact them directly at (607) 255-2345 or cit-av@cornell.edu. If you are an instructor, staff member, or a researcher, and you collaborate between the Cornell Ithaca campus and Weill Cornell Medical College or WCMC-Qatar, videoconferencing support is made available for you at no fee.
- Video Collaboration Services support is mandatory when conducting a video conference or utilizing any advanced technical features in rooms 120 or 401. Please consult with the Physical Sciences Administrative Coordinator if you are unsure of the requirements
- Some of the spaces may be combined for added capacity, and the above fees will be additive.
- Set up fees will not be charged to the departments or groups listed above as long as they can be done between 7:30am-3:00pm M-F. Otherwise, alternate set up arrangements must be made at the group's own expense with Facilities Customer Service.

Rental Reservation and Confirmation Information

Please contact the Physical Sciences Administrative Coordinator via email at tdd26@cornell.edu or phone at 255-1023 to request your reservation.

You will need to submit a Physical Sciences Complex Reservation Form and Use of University Property Form (when applicable – see below) before your reservation request is confirmed. These forms should be submitted at least two weeks prior to your reservation. Please see below for additional details.

Physical Sciences Complex Reservation & Use Agreement Form: This form needs to be filled out by all individuals requesting a room reservation, and it can be downloaded from our facility website at <http://blogs.cornell.edu/physicalsciences/>. The Physical Sciences Complex Reservation & Use Agreement Form is critical in helping us prepare the space for your event. Please be sure to check off all the activities occurring at your event and any services requested.

Use of University Property Form (UUP): All Physical Sciences Complex renters must complete a UUP form at <http://www.activities.cornell.edu/EventReq/> if the event includes:

- Catered food
- Alcohol
- More than 200 attendees
- Money that is collected (sales or fundraising)
- Activities that may be seen as controversial and/or high risk
- Takes place outdoors

Responsibilities of Event Coordinator:

Please note that you are completely responsible for arranging access to the room and leaving it clean and in good working order, including the removal of all food waste. Trash cans and garbage bags can be made available before your event by contacting the Physical Sciences Administrative Coordinator. **Failure to leave the room in good condition may result in custodial fees or loss of room reservation privileges for you or your group.**

Each event must have an assigned event coordinator who will be the point of contact for reservation and payment and must be present during the entire event and cleanup.

Food delivery and catering personnel must be supervised by the event coordinator at all times to insure Cornell University's catering requirements are met.

Event Safety

Event organizers have overall responsibility for event safety and must follow all legal requirements and university policies regarding safety. The event coordinator and any contracted service provider (e.g. caterer) shall follow the requirements at <http://sp.ehs.cornell.edu/event/event-management/> which discusses general event safety, including important topics such as applicable permits, crowd management and seating, exits and aisles, decorations, open flames, cooking devices and BBQs, electrical equipment, fire protection, stakes and posts, tents, emergencies, and contact information. Additional building specific event safety limitations must also be followed including the placement and proper securing of outdoor cooking equipment and propane tanks away from where fuel and other flammable/hazardous materials are stored and special limitations for where food can be staged and furniture placed so as to not block room and building exit paths. These issues must be specifically discussed and approved by the Building Manager or Cornell EH&S before the event.

University Closure

The University will be closed due to inclement weather if roads in Tompkins County are officially closed and may be closed for other emergencies. It is the responsibility of the event coordinator to be aware of University closure announcements via local media, the campus emergency notification system, by checking via phone at 607-255-3377, or other methods. Please refer to <http://www.aff.cornell.edu/specialconditions>. In the event of a University closure, building and support staff will not normally be on campus, and it is assumed that all events and meetings will be cancelled. If the event coordinator wants to proceed to have their event or meeting (for example, if attendees are already on campus and food and other services are not required) they must call the Facility Director at (607) 592-7252 to confer, make a final decision, and provide notification.

Food, Beverages, Smoking, and Prohibited Activities

According to New York State's Alcohol Beverage Law, it is illegal to serve alcoholic beverages to anyone under the age of 21 years. Any group using the Physical Sciences Building space is responsible for observing and enforcing this law and all other policies associated with campus events. Please refer to Cornell Policy 4.8 for details at <http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/alcohol.cfm>

Furniture Set Up

All furniture set ups will require a set up fee and must be clearly indicated on the appropriate floor plan in Figures 2-9 at the end of this document. No existing furniture may be moved without prior approval from the Physical Sciences Complex management, and any furniture moves made without permission may incur an additional charge. Any user-provided rental furniture or other items must be removed, surfaces cleared, and the original furniture arrangement and connections restored by the user by the end of the reservation period so the space(s) will be immediately available for the next user(s). The Physical Sciences Building provides no dining wares, utensils, or other provisions for food service. The limited furniture that is used in the normal configuration of the public space is available for use. Additionally, we do have some tables, chairs and other equipment available for use as indicated below– please contact the Physical Sciences Administrative Coordinator for details:

- (12) 6 ft. diameter round folding tables
- (84) folding chairs
- (12) 30"x72" rectangular folding tables
- (24) aluminum chairs for use in the atrium (in addition to existing furniture)
- (6) aluminum easels
- (16) double-sided poster board stands

It is the responsibility of the user to provide any additional furniture required beyond these existing tables and chairs.

Caterers

Only professional caterers and equipment rental companies, pre-approved by Cornell University, may be used. The university's requirements for hiring and paying a caterer can be found at the following link: <http://www.dfa.cornell.edu/procurement/supplierlist/catering/hiring.cfm>. This website includes links to the Caterer Contract and Risk Management's list of approved caterers.

All arrangements with caterers are the responsibility of the event coordinator, who will keep the Physical Sciences Administrative Coordinator informed of the caterer's arrival time and other event requirements.

Damage

Any damage to the Physical Sciences Building, equipment or landscaping must be reported to Physical Sciences Building Administrative Coordinator no later than the following business day. The event coordinator is responsible for the repair and/or replacement cost associated with such damage.

Security Procedures

All fire and general security procedures must be followed. If an emergency occurs, notify responders with appropriate signals (fire pull box, emergency phone, etc.). Certain emergency situations will activate fire or gas alarms. If this occurs, the affected building must be evacuated immediately. In these situations the elevator will

not be available, and guests in the conference rooms will proceed down the fire stairs. University security or emergency personnel on duty will take charge of all evacuation procedures during this period.

Parking

The event coordinator is responsible for their group, service providers, and guests being aware of and following University policies regarding parking including drop-off and pick-up for setup, the event, and clean-up. All special parking arrangements must be made by contacting Cornell Transportation Services at (607) 255-4600 prior to the event. <http://transportation.fs.cornell.edu/parking/campusparking/default.cfm>

Departmental/Physical Sciences Complex Restricted Use Spaces

The following table shows spaces in the Physical Sciences Complex that are located within departmental areas and are generally restricted for use by the occupants of those spaces, which are:

1. School of Applied & Engineering Physics (AEP)
2. Department of Chemistry & Chemical Biology (C&CB)
3. Laboratory for Applied & Solid State Physics (LASSP)
4. Laboratory for Elementary-Particle Physics (LEPP)
5. Cornell Center for Materials Research (CCMR)
6. Department of Physics

The table below includes the appropriate contacts for scheduling purposes. You are welcome to contact one of these departmental representatives if you cannot find a suitable meeting space elsewhere, but it is their sole right to accept or deny your request.

Space	Department	Maximum Capacity	AV Capabilities and Other Features
PSB Conference Room 201	C&CB	23 (14 seated at the table)	Standard presentation capabilities with built-in projector and speakers. There is no PC, but laptop connections are provided. Adjacent kitchenette for serving food.
PSB Conference Room 214	C&CB	20 (14 seated at the table)	Standard presentation capabilities with built-in projector and speakers. There is no PC, but laptop connections are provided.
PSB Conference Room 301	LEPP	24 (16 seated at the table)	Basic presentation and video-conferencing, with built-in projector and laptop connections. Adjacent kitchenette for serving food.
PSB Conference Room 403	LEPP	25 (10 seated at the tables)	Standard presentation capabilities with built-in projector and speakers. There is no PC, but laptop connections are provided.
PSB Conference Room 416	LASSP	22 (14 seated at the table)	Standard presentation capabilities with built-in projector and speakers. There is no PC, but laptop connections are provided.
PSB Conference Room 470	LEPP	16 (10 seated at the table)	Standard presentation capabilities with built-in projector and speakers. There is no PC, but laptop connections are provided.
Clark 212 Conference Room	AEP	14 seated at tables	Standard presentation capabilities with built-in LCD screen and speakers. There is no PC, but laptop connections are provided.
Clark 220 Conference Room	AEP	20 seated at tables	Standard presentation capabilities with built-in projector and speakers. There is no PC, but laptop connections are provided.

Space	Department	Maximum Capacity	AV Capabilities and Other Features
Clark 247 Seminar Room	AEP	40 seated at tables	Standard presentation capabilities with built-in projector and speakers. There is no PC, but laptop connections and a document camera are provided.
Clark 609 Conference Room	CCMR	24 seated at tables	Standard presentation capabilities with built-in LCD screen and speakers. There is no PC, but laptop connections are provided.

Contacts for departmental space reservations:

- C&CB: Joyce Boda (jmb40@cornell.edu), 255-4175
- LASSP: Jim Entwood (je277@cornell.edu), 255-8101
- LEPP: Elizabeth Gustafson, eag88@cornell.edu, 255-5722
- AEP: J. Renee King, jrk43@cornell.edu, 255-5198
- CCMR: Roberta Dixon (rld46@cornell.edu), 255-4272

Figure 1
Physical Sciences Atrium & Egress Pathways

Event Set Up Guidelines for the Physical Sciences Building Atrium

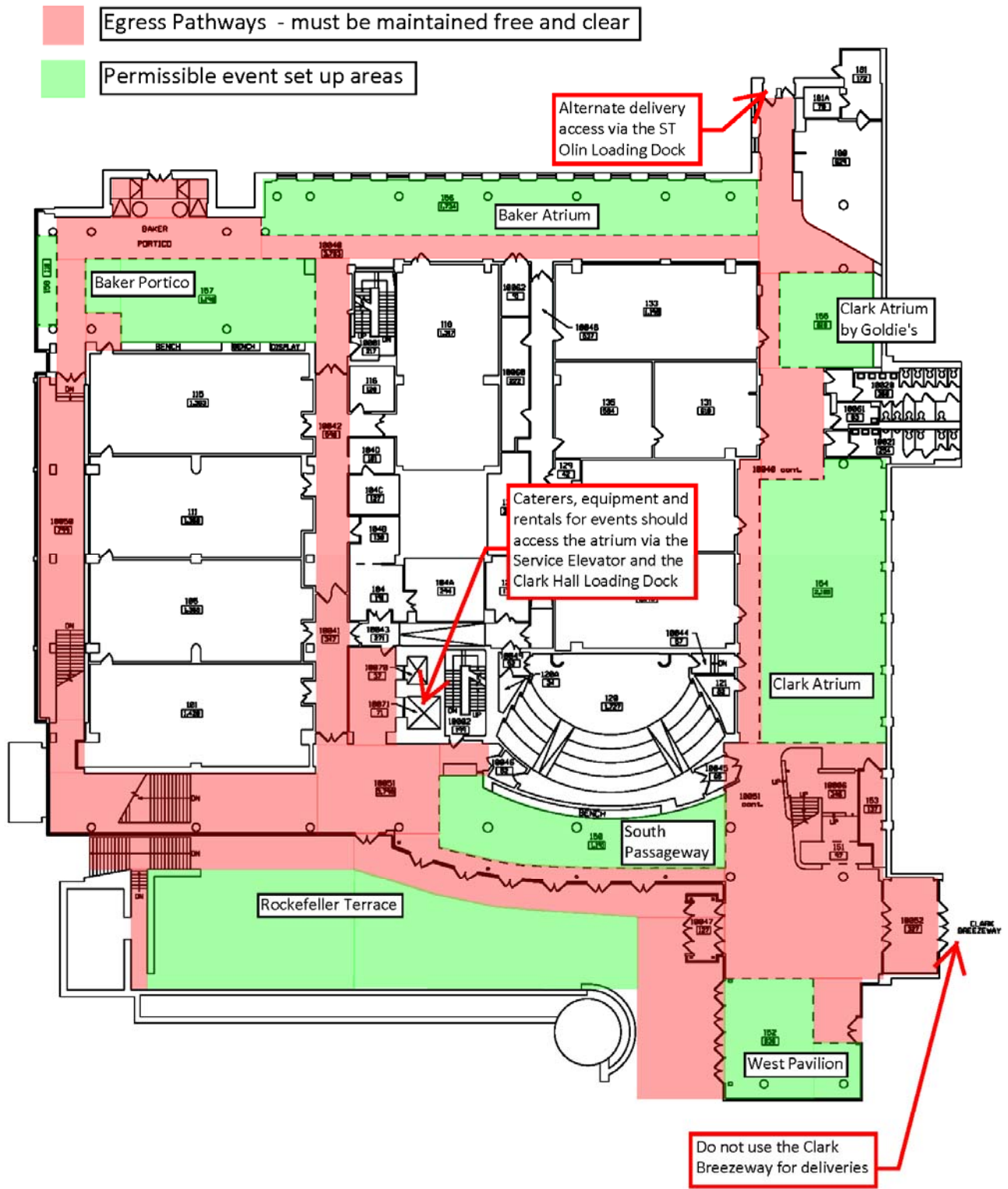


Figure 2
PSB Baker Portico

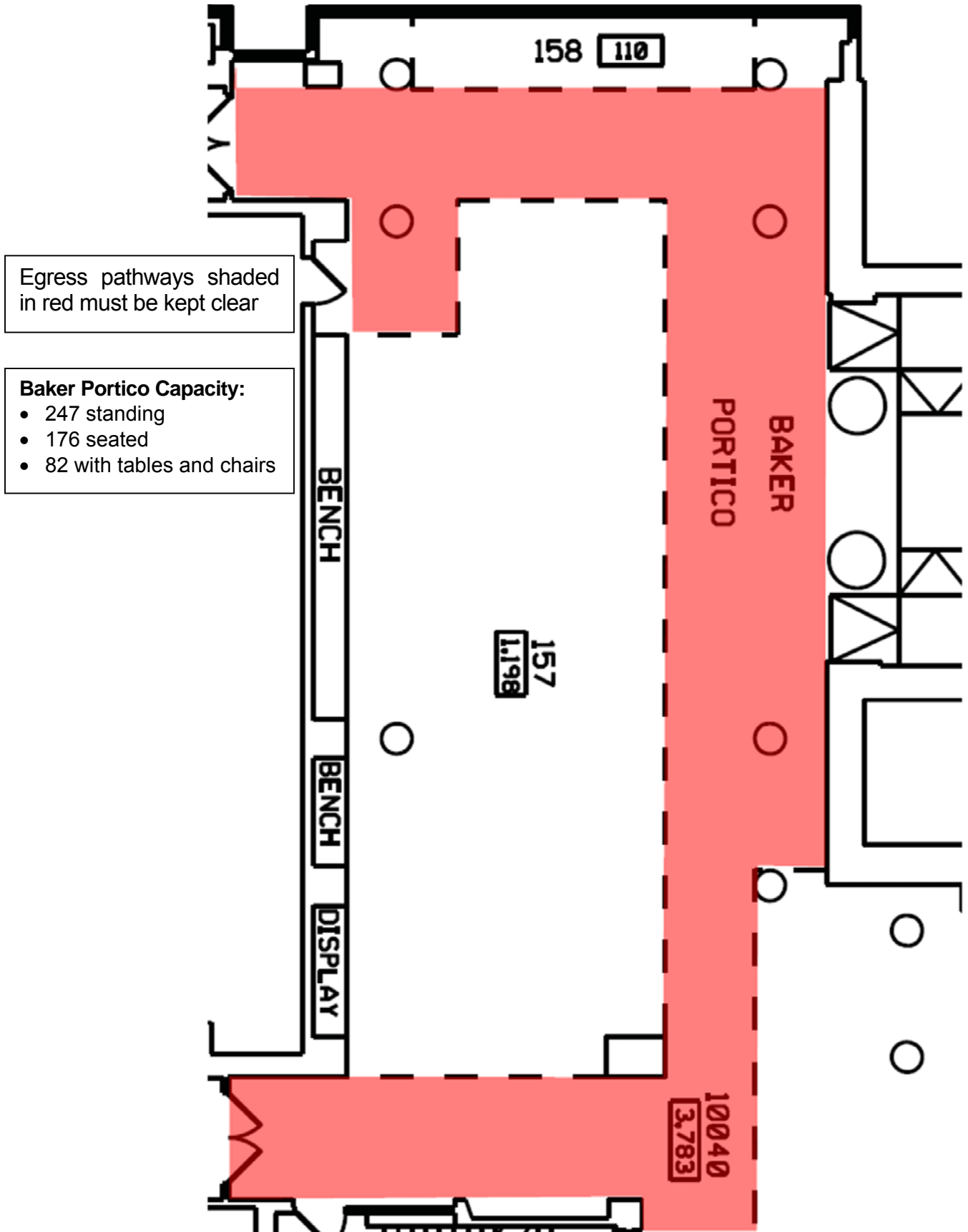


Figure 3
PSB Baker Atrium

Egress pathways
shaded in red must be
kept clear

Baker Atrium Capacity:

- 332 standing
- 237 seated
- 110 with tables and chairs

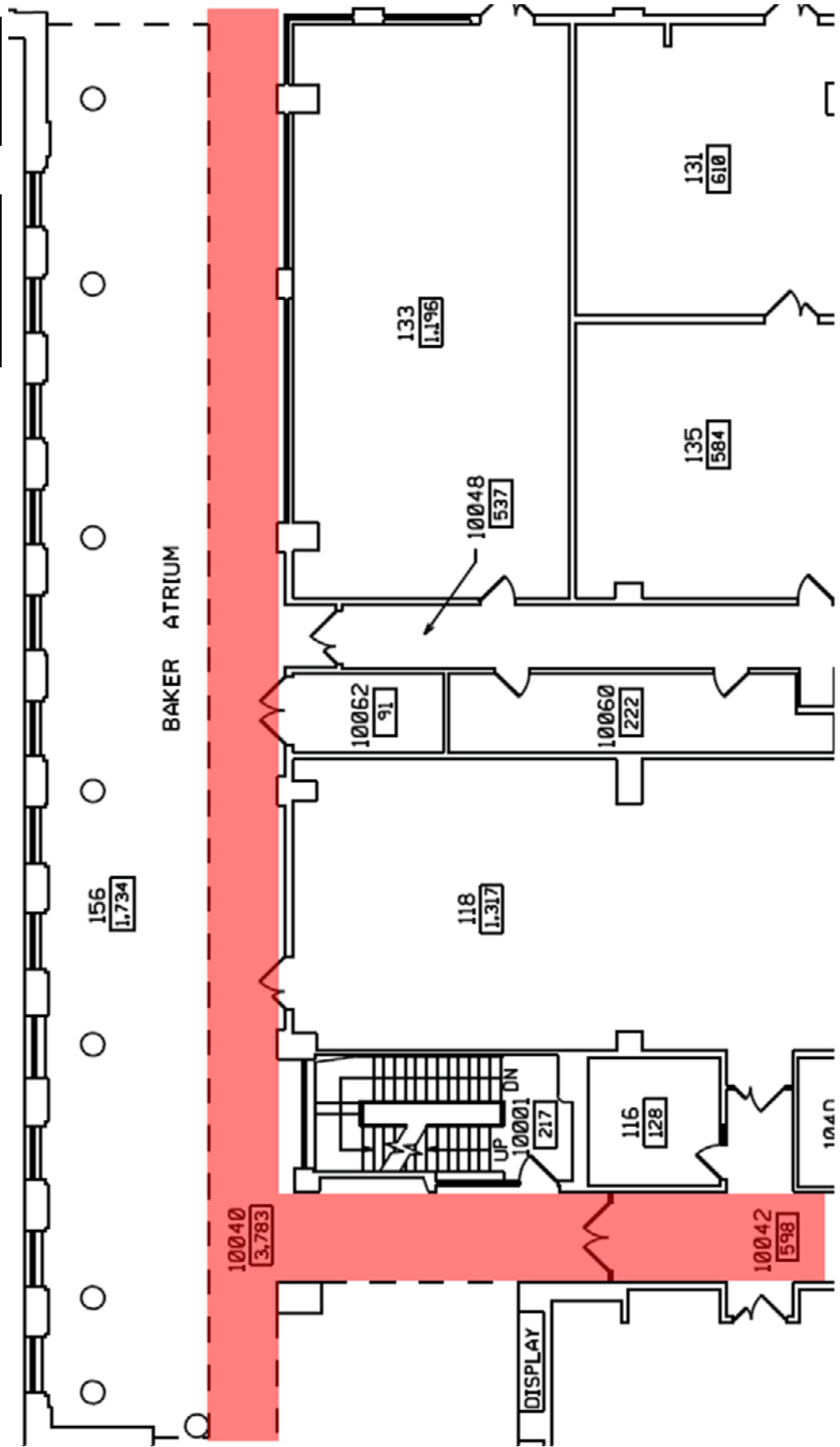


Figure 4
PSB Clark Atrium

Egress pathways
shaded in red must be
kept clear

- Clark Atrium Capacity:**
- 420 standing
 - 300 seated
 - 140 with tables and chairs

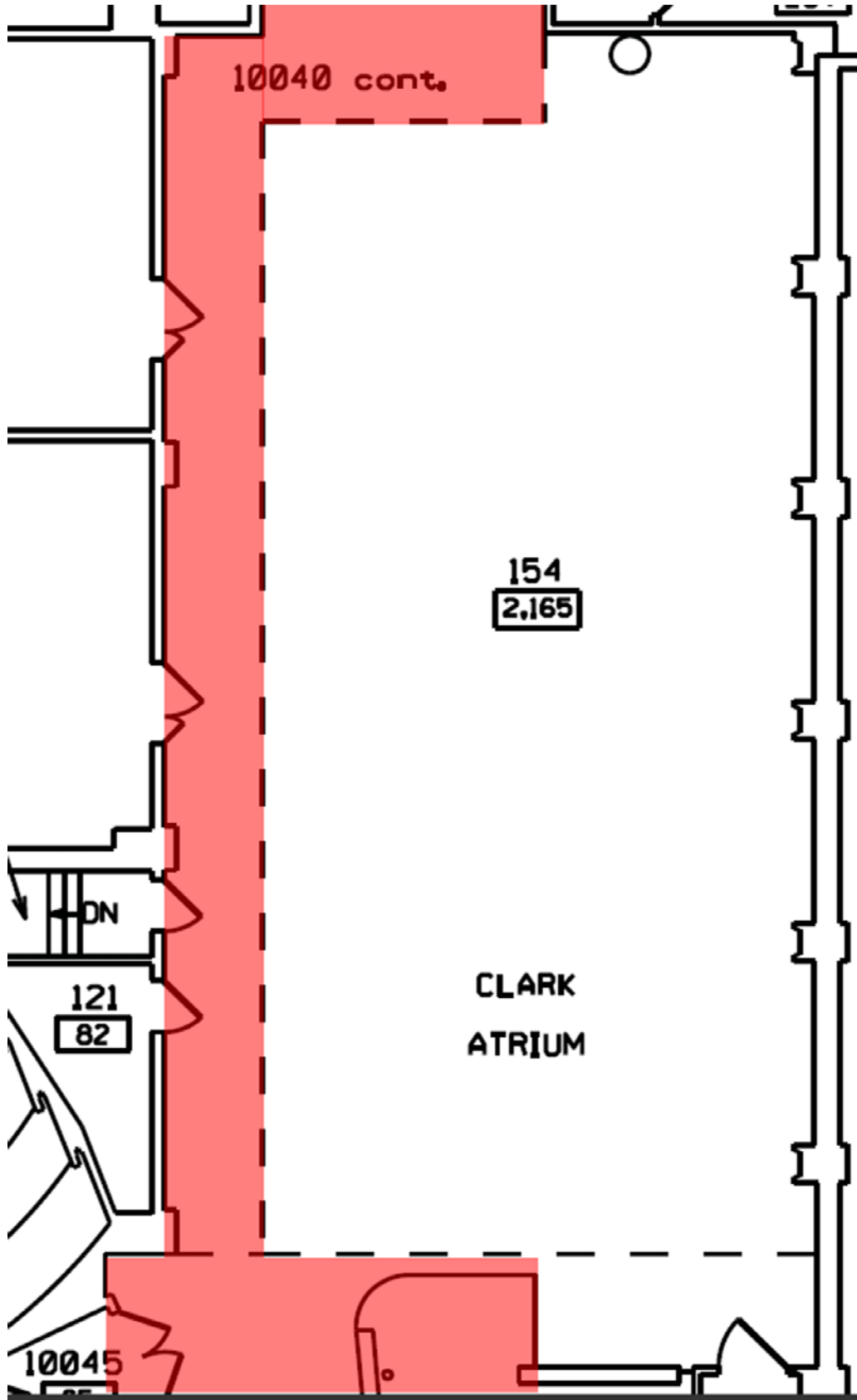


Figure 5
PSB Goldie's Cafe

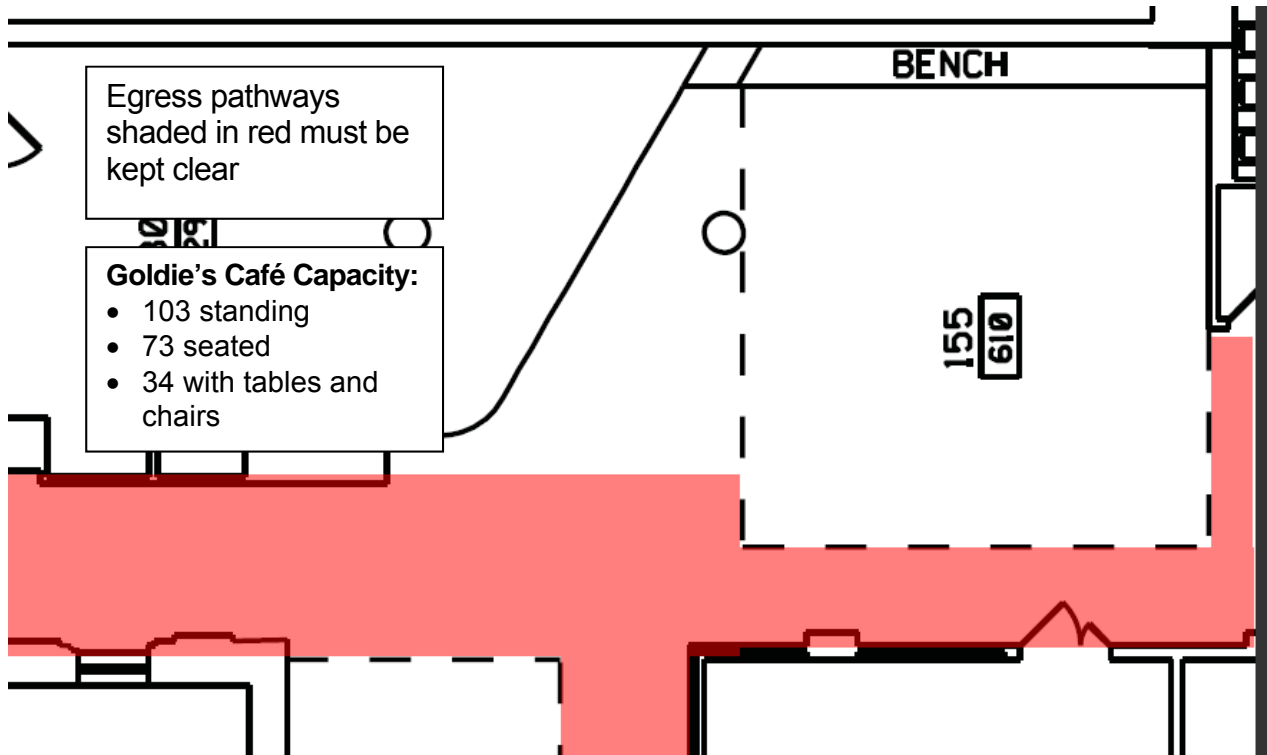


Figure 6
PSB West Pavilion

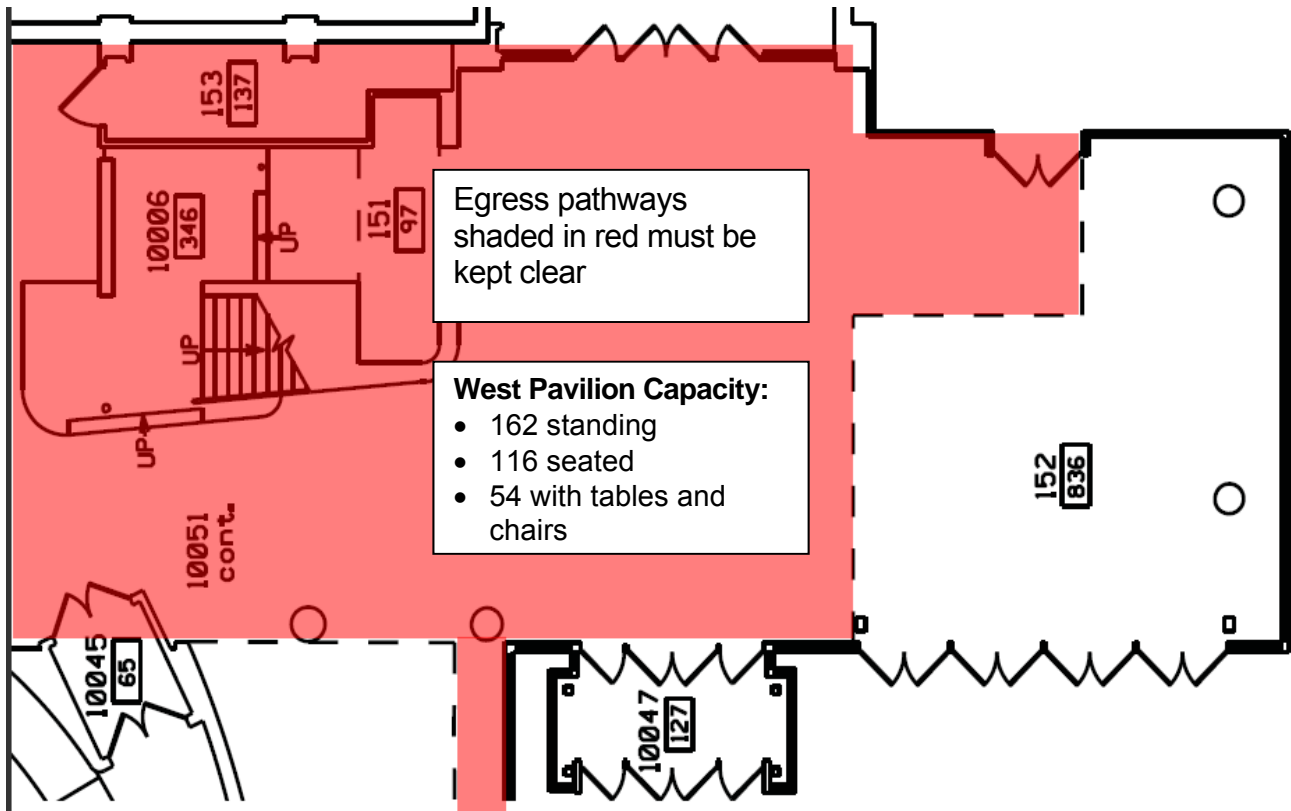


Figure 7
PSB Room 120 & South Passageway

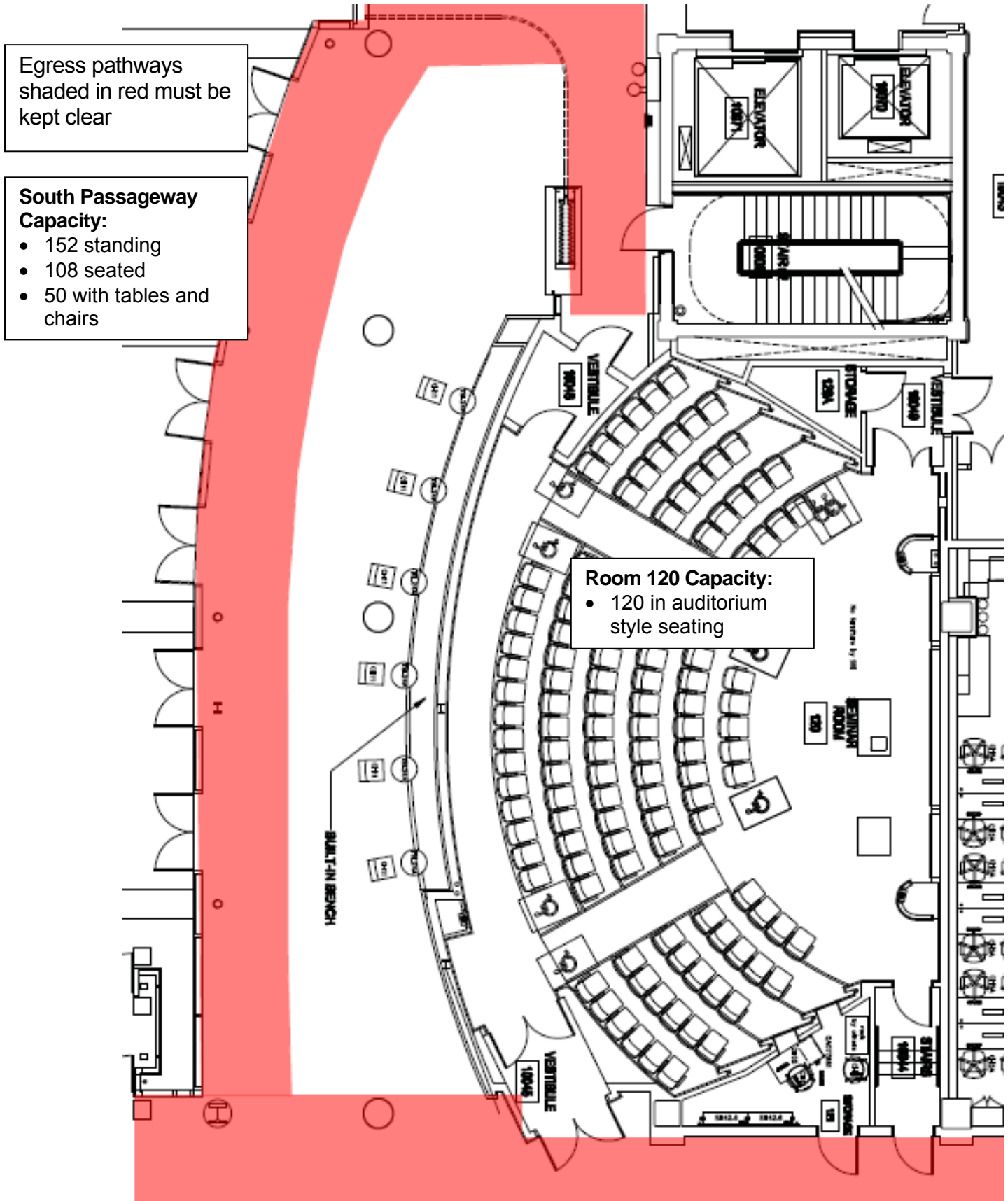


Figure 8
PSB Room 401-403

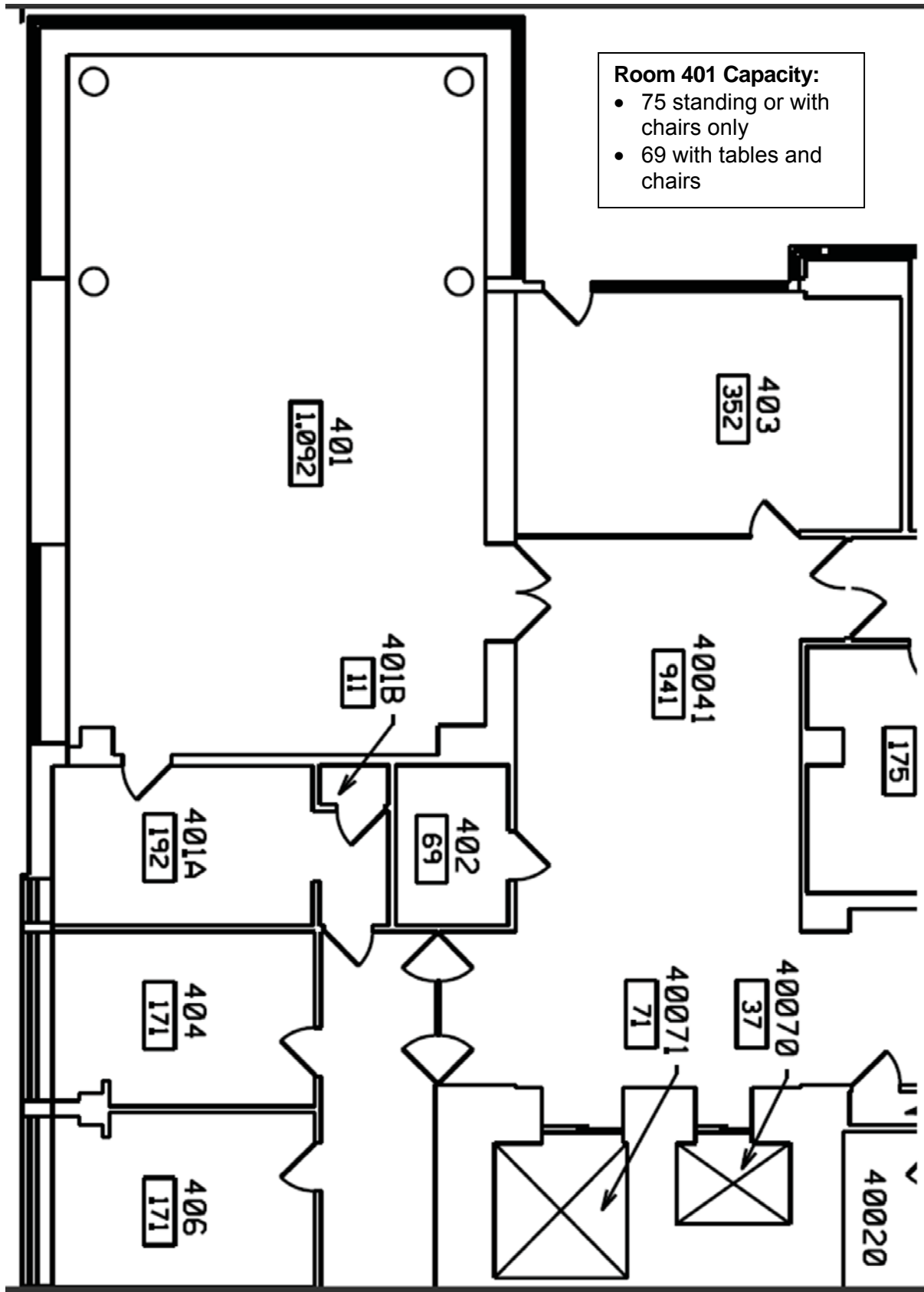
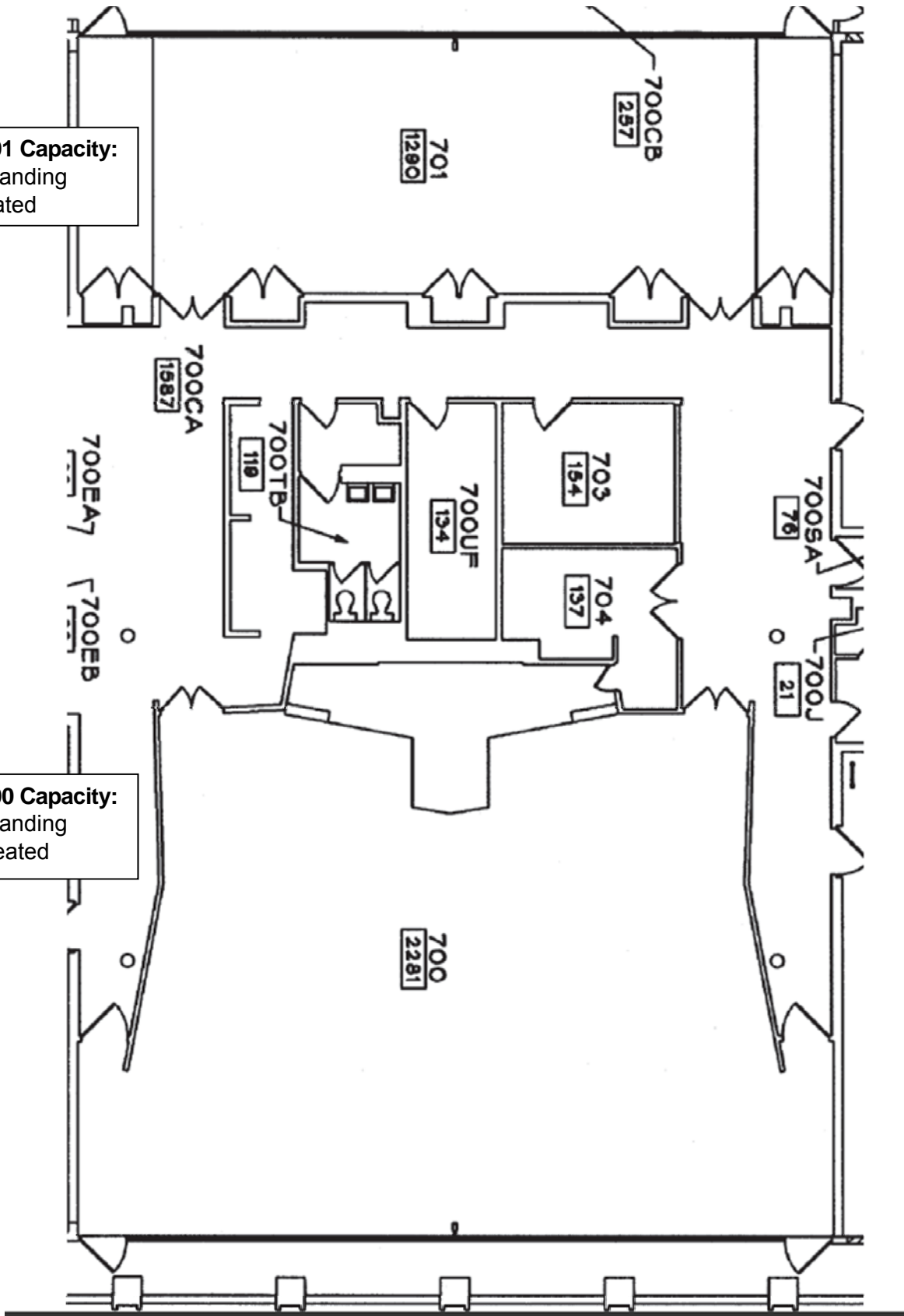


Figure 9
Clark Room 700-701

Room 701 Capacity:

- 186 standing
- 87 seated



Room 700 Capacity:

- 332 standing
- 155 seated