Weill Hall Space Reservation and Use Policy

Weill Hall is the cornerstone of Cornell’s Life Sciences Initiative, providing state of the art facilities to advance research in the life sciences and to facilitate collaborations among faculty, staff, and students from biological, physical, engineering, medical, computational, and social sciences, as well as the many other disciplines essential to the institution’s premier position in the life sciences.

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

1. Weill Institute for Cell and Molecular Biology (WICMB)
2. Meinig School of Biomedical Engineering (BME)
3. Division of Nutritional Sciences (DNS)
4. Biological Statistics and Computational Biology (BSCB)
5. McGovern Center
6. Cornell Center for Animal Resources and Education (CARE)
7. Institute of Biotechnology
8. Office of the Vice Provost for Research

However, these spaces will also be made available to other Cornell departments or affiliated groups, subject to three conditions:
- Use of those facilities will not disturb or otherwise inhibit Weill Hall activities
- 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 follows all appropriate University policies as well as those contained in this document

Weill Hall 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 semester in advance. Groups within the Weill Hall community listed above are not limited with advanced reservations. Guidelines for allowable use are outlined on the following pages.

Hours/Days Available/General Conditions

Weill Hall is dedicated to research in the Life Sciences. As such, the building is used by researchers and students 24 hours a day, all year long. Some areas may be sectioned off for specific use, but the building is continually occupied and active. If you are considering using the Weill Hall atrium or Courtyard 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 these areas for an exclusive purpose.

The meeting rooms and spaces that are available to the general Cornell community are listed in the following tables. Please contact the Weill Hall Administrative Coordinator at wh_reservations@cornell.edu or 255-1614 to request your reservation. Also, please visit our facility website at http://blogs.cornell.edu/whfs/ for more details.
<table>
<thead>
<tr>
<th>Space</th>
<th>Capacity</th>
<th>Space Features/Requirements</th>
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</thead>
<tbody>
<tr>
<td>First Floor Atrium</td>
<td>Seated with Tables and Chairs - Maximum: 81, Chairs Only - Maximum: 178, Standing Only - Maximum: 321</td>
<td>Typical acceptable activities include receptions, small dinners, 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 Weill Hall 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.</td>
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<tr>
<td>North Plaza</td>
<td>30' x 90' Barrel Anchored Tent – approximately 125 people seated</td>
<td></td>
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<tr>
<td>Southwest Courtyard</td>
<td>150'x 40' Barrel Anchored Tent – approximately 175 people seated</td>
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<tr>
<td>Learning Center</td>
<td>30 fixed seats in three half circle rows. 10 additional chairs – without table space – can be placed along the back wall upon request.</td>
<td>Typical acceptable activities include seminars, meetings, presentations, discussions, or training. Activities not allowed are regularly scheduled classes or hands-on activities such as experiments, use of chemicals or heat sources. Classes requiring regular use of the video-conferencing capabilities will be considered on a limited basis, with priority given to groups in the Weill Hall community. Food and drinks are permitted in room 226, but they are not allowed in room 224. There is space outside of each room to set up refreshment tables. These rooms have advanced presentation and video-conferencing capabilities, with built-in projectors, computers and document cameras as well as standard laptop connections.</td>
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<tr>
<td>Learning Center Seminar Room 226</td>
<td>Tables arranged in four rows with 64 seats. Furniture can be changed to accommodate up to 100 seats without tables for an extra charge</td>
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<tr>
<td>Atrium Conference Room 121</td>
<td>The room is set up in board room table style with seating for 20. 10 additional chairs – without table space – can be placed along the west wall upon request.</td>
<td>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. This room has basic presentation capabilities, with a built-in projector, computer and standard laptop connections as well as a speaker phone.</td>
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<tr>
<td>Atrium Conference Room 221</td>
<td>The room is set up in board room table style with seating for 22</td>
<td>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 standard laptop connections as well as a speaker phone. Room 321 is primarily reserved for BME activities, and room 421 is primarily for Weill Institute activities. Other reservations will be considered for these rooms on a limited basis.</td>
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<tr>
<td>Atrium Conference Room 321</td>
<td>The room is set up in board room table style with seating for 22</td>
<td></td>
</tr>
<tr>
<td>Atrium Conference Room 421</td>
<td>The room is set up in board room table style with seating for 22</td>
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<tr>
<td>2nd Floor Atrium Lounge</td>
<td>44 seated with tables and chairs, 96 with chairs only, 110 standing only with furniture removed</td>
<td>The 2nd, 3rd or 4th floor atrium lounges can only be reserved in conjunction with the associated atrium conference room 221, 321 or 421.</td>
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<tr>
<td>3rd Floor Atrium Lounge</td>
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<tr>
<td>4th Floor Atrium Lounge</td>
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Notes for Above 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 Weill Hall Atrium Assembly Area Floor Plan. **See Figures 1 & 2 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 1-8 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 Weill Hall Administrative Coordinator at least one week in advance.

<table>
<thead>
<tr>
<th>Potential Space Use Fees</th>
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<tr>
<td>• For catered events or other events with food involving more than 50 attendees, custodial services must be arranged at your expense. You can obtain custodial services by contacting Facilities Customer Service at 255-5322 or submitting a request on line, including your account number, at <a href="https://maximo.fs.cornell.edu:8474/kerb/apps/index.cfm/serviceRequests">https://maximo.fs.cornell.edu:8474/kerb/apps/index.cfm/serviceRequests</a>. There is a 4-hour minimum charge for this service if outside of normal work hours.</td>
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<tr>
<td>• 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: <a href="http://www.it.cornell.edu/services/av/">http://www.it.cornell.edu/services/av/</a> or you may contact them directly at (607) 255-2345 or <a href="mailto:cit-av@cornell.edu">cit-av@cornell.edu</a>. 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.</td>
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<tr>
<td>• <strong>Please Note:</strong> Video Collaboration Services support is mandatory when conducting a video conference or utilizing any advanced technical features in rooms 224 or 226. Please consult with the Weill Hall Administrative Coordinator if you are unsure of the requirements.</td>
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<tr>
<td>• If event set ups cannot be done between 7:30am-3:00pm M-F, alternate arrangements must be made at the department’s own expense with Facilities Customer Service.</td>
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Rental Reservation and Confirmation Information

Please contact the Weill Hall Administrative Coordinator via email at wh_reservations@cornell.edu or 255-1614 to request your reservation.

You will need to submit a completed Weill Hall 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.

**Weill Hall Reservation & Use Agreement Form:** This form needs to be filled out by all individuals requesting a room reservation that requires custodial support, AV support, furniture set ups, or meets the requirements of the UUP form mentioned below. This form can be downloaded from our facility website at [http://blogs.cornell.edu/whfs/](http://blogs.cornell.edu/whfs/). The Weill Hall Space Reservation & Use Agreement Form is critical in helping us prepare the space for your event.

**Use of University Property Form (UUP):** All Weill Hall renters must complete a UUP form at [http://www.activities.cornell.edu/EventReg/](http://www.activities.cornell.edu/EventReg/) 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 Weill Hall 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 assign an 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/](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](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 or Building Manager at (607) 351-9281 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. The group using the Weill Hall 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](http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/alcohol.cfm)

Furniture Set Up

All furniture set ups must be clearly indicated on the appropriate floor plan in Figures 1-8 at the end of this document. No existing furniture may be moved without prior approval from Weill Hall facilities management. 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). Weill Hall 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 Weill Hall Administrative Coordinator for details:

- (50) stacking chairs
- (22) 30”x72” rectangular folding tables
- (8) aluminum easels
- (32) double-sided poster boards 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 has a process for approving self-catering by event participants that must be followed. No other personal or self-catering by event participants will be allowed. See the following link for approved caterers: http://www.risk.cornell.edu/events-management/caterer-list/

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

Damage

Any damage to the Weill Hall facility, equipment or landscaping must be reported to Weill Hall 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
Figure 1
Weill Hall Atrium & Egress Pathways
Figure 2
Weill Hall Atrium Lounges & Egress Pathways

[Diagram of Weill Hall Atrium Lounges & Egress Pathways]
Figure 3
Weill Hall Room 121

Figure 4
Weill Hall Rooms 221-321-421
Figure 7
Weill Hall Southwest Courtyard

Tent Area
150’ x 40’

56’