![Cornell University logo] **Cornell University**

Access to Space for Events[1]

Approved by the Space Use Advisory Committee; March 29, 2018
Approved by the Academic & Event Scheduling and Integrated Workplace Management System Executive Steering Committee; 5/17/18

INTENTION AND SUMMARY

Access to classroom and event space is provided to support mission-driven activities of the institution. This policy 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 policy 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.

During the fall and spring terms, on weekdays:

- Academic classes, preliminary and final exams have scheduling priority for classrooms, meeting rooms, and other general-purpose type spaces in accordance with the Policy on Scheduling[2].
- Requestable spaces may be reserved for non-class events after the first week of classes.

At all other times, requestable spaces may be reserved in advance by group size.

This policy:

- Provides guidelines to requesters to reserve rooms for non-class events.
- Promotes the availability of all classroom and assembly 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*[3] in promoting stewardship of institutional resources, including facilities, equipment, technical support staff, and administrative staff associated with room scheduling activities.
- Aligns with the *Use of Central Scheduling Tools* policy which defines requestable spaces.

---

[1] This policy 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] The most recent versions of policies referenced in this document are posted to the Space Planning Resources website, http://dbp.cornell.edu/home/offices/space-planning/resources/.

EXPECTATIONS

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

Room schedulers should apply this policy uniformly to all requesters of space, such as registered student organizations[4] and faculty and staff sponsors of meetings and events as well as specific units in support of programming, such as the School of Continuing Education and Summer Sessions, the Undergraduate Admissions Office, Alumni Affairs & Development, and Conference Services.

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. Three policies of particular relevance to the use of requestable spaces include the following:

- The *Use of Central Scheduling Tools* policy identifies the spaces that should be considered requestable and scheduled in 25Live®.
- 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 during the fall and spring terms.
- *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.

PROCEDURE TO ACCESS SPACE FOR NON-CLASS EVENTS

Non-class events hosted by any Cornell-related unit, student organization, faculty, or staff member may be scheduled into any requestable space on campus during:

1. Event intervals (including weekends).
2. Between 4:25 PM – 7:30 PM on weekdays during fall and spring terms.
    a. Preliminary exams that start at 7:30 PM and Final Exams that start at 7:00 PM may pre-empt non-class events. Scheduled non-class events may be asked to relocate.
    b. Classes end at 4:25 PM and begin at 7:30 PM. Class and room schedulers may configure reservations to accommodate passing time. Event organizers should consider sufficient time to allow classes to vacate and re-occupy rooms.

---

[4] 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.

3. At any available time on weekdays during fall and spring terms after the first week of classes.

Category 1 and 2 events may be scheduled in advance by group size in accordance with the chart below:

	GROUP SIZE[5]			
	≥ 5000	1000-4,999	500-999	< 500
BEST PRACTICE RECOMMENDATION Hosting college, department or unit should begin event planning	42-48 months in advance	30-36 months in advance	18-24 months in advance	12-18 months in advance
25Live® spaces can be secured by any Cornell or Cornell-sponsored party	36 months in advance	24 months in advance	18 months in advance	12 months in advance
Scheduling Black Out Period (event scheduling on hold for 25Live® spaces)[6]	March 1-31 of the year of the event for the summer break June 1-30 of the year of the event for the fall semester November 1-30 of the year prior to the event for the spring semester			

Table 1. Scheduling protocol by group size.

Requesters should:

- Schedule events when details such as time and group size are known. Rooms throughout campus will be reserved on a first-come, first-served basis, based on group size, as outlined in Table 1.   Small groups on the scale of less than 500 attendees can reserve space anytime within a year of the event date.

- Submit request to the appropriate scheduler to request the space(s) of interest. The Office of 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). Requesters should not request multiple rooms when only one is needed.

Schedulers should:

- Determine if an Event Registration Form is needed and communicate that need to the event host as appropriate.

- Reserve rooms on a first-come, first-served basis, based on group size and not otherwise preference requesters.

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

---

[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.

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 this document, Resolution of Conflicts.

Summer. Summer classes (i.e., from PeopleSoft) are bulk scheduled in March. All other summer break activities receive priority based on group size and, within group size, by the order in which the reservation is made (see Table 1). Other activities may include 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 1.

Evenings. During the hours of 4:25-7:30 PM on weekdays during the fall and spring terms, some conflicts between events and exams and graduate level classes may arise. Classes and exams have priority for room use and non-class events may be asked to relocate. Further, when scheduling events, hosts need to consider appropriate transition times for classes ending at 4:25 and classes starting at 7:30 and try to reserve rooms that won't introduce these potential conflicts.

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. Event planners should use the preferred scheduling software (25Live® or Outlook®) for each room reserved in accordance with the *Use of Central Scheduling Tools* policy.

Building and room hours. Room hours will be published in 25Live®, and requesters are encouraged to coordinate event start and stop times and venue normal operating hours as much as possible. Requesters are also asked to prioritize requests for venues based on the most compatible schedules of room hours. However, given the nature of campus activities, requests for access after normal operating hours will occur on a regular basis. Schedulers are encouraged to try to accommodate requests whenever possible and reasonable through coordination with event requesters and building coordinators.

Fee control. Space fees are managed under *Fees for Internal Users of Cornell Physical Space*. 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/.

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

Scheduling 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. In most cases, requesters and schedulers should be able to resolve conflicting requests through reasonable negotiations and consideration of alternative solutions.

When the immediate parties cannot reach resolution, then the conflict should be elevated to the leadership of the involved units. Unit leadership might typically be provided at the level of a college's Dean's Office or a division's Vice President's Office. These offices may call upon the University Registrar and/or the Director of Capital and Space Planning as resources, as these offices may be able to assist in finding equivalent space for one of the parties in a situation of conflicting requests. As noted in the Contacts & Responsibilities section, the University Registrar is primarily responsible for resolving conflicts related to instructional spaces and the Director of Capital and Space Planning is primarily responsible for resolving conflicts related to non-instructional spaces. Most queries should begin with the lead responsible office in order to expedite a solution.

If the responsible unit offices cannot resolve an existing conflict to the satisfaction of all parties, then any party involved may seek counsel and intervention from both the Registrar and the Director of Capital and Space Planning. The University Registrar and the Director of Capital and Space Planning will render jointly a decision in these rare cases.

If the University Registrar and Director of Capital and Space Planning cannot identify a solution to the satisfaction of all parties, then the Director of Capital and Space Planning will seek resolution through the Space Use Advisory Committee.

Inappropriate, Disrespectful, or Irresponsible Use

Schedulers will be able to provide feedback, through the 25Live® scheduling tool, to evaluate the manner in which student organizations engage in room scheduling and room use. This feedback system will allow "bad actors" to be identified and suspended from room reservation activities. Details regarding this functionality will be developed during the 2018-2019 25Live® implementation project. This policy will be updated to reflect the functionality and governance of the functionality once the process is more fully understood.

DEFINITIONS

25Live® Spaces: Rooms and outdoor spaces reserved through the 25Live® tool. The *Use of Central Scheduling Tools* policy defines the rooms and outdoor spaces required to be scheduled in 25Live®.

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, no formal undergraduate classes or laboratory exercises are permitted between the hours of 4:25 PM and 7:30 PM, by policy of the University Faculty.

Assembly[7]: 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 summer session classes are bulk scheduled by the Office of the University Registrar during June, November, and March respectively.

---

[7] 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.

Class: An instance of a course offered for a specific period of time by a specific instructor. Some elements that define a class are determined at the course level, including subject, course number, 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.

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://activities.cornell.edu/EventReg/ for more information. The Event Registration Form may be replaced by workflow in the 25Live® system, in implementation in 2018-2019. If the workflow is successful, references to the Event Registration Form will be removed from future versions of this document.

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.

Requestable Space: A room or group of rooms that can be reserved for non-class events; includes classrooms, assembly spaces, certain institutional meeting rooms and outdoor venues. Institutional meeting rooms are those with a primary intended function to serve the meeting needs of the campus community rather than a single department or unit.

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.

<u>Winter Session</u>: 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

ROLE	CONTACT	RESPONSIBILITIES
University Registrar	univ_scheduling@cornell.edu	Manages and answers questions regarding class scheduling and resolution of scheduling conflicts for classes and instructional spaces
Capital and Space Planning	spaceplanning@cornell.edu	Manages and answers questions regarding non-class scheduling and resolution of scheduling conflicts for non-class events and non-instructional spaces
Conference Services	confserv@cornell.edu	This unit provides comprehensive event planning and management services. Inclusion in this document is related to the unit's role in serving as an information clearinghouse for summer break events.

Table 2. Contacts and responsibilities.

The University Registrar and the Director of Capital and Space Planning will lead the annual review of this policy.

Appendix A. Overview of annual calendar, including event intervals.

Changes to the academic calendar will be incorporated into this appendix as appropriate.

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