



Event and Class Scheduling Policies

This document summarizes Cornell policies and procedures that define the opportunities, as well as the rules and requirements, that govern the scheduling of events and classes. The source documents contain the full details, relevant definitions, and appropriate contacts.

All policies are intended to increase access to classroom and event spaces to support mission-driven activities of the institution and promote more efficient use of campus space in accordance with the Cornell University [Space Management Principles](#) approved by the Capital Funding & Priorities Committee in April 2012. Several of these policies also support the [Space Management Principles as Applied to Cornell Instructional Space](#), approved by the Space Use Advisory Committee in March 2014.

Access to Space for Events (revision in process)

This policy states the intention to allow non-class events by any internal sponsor to be scheduled anywhere on campus during Event Intervals (defined as weekends, semester breaks, and the summer) and between 4:25 PM – 7:30 PM on weekdays during the fall and spring semesters. The timing of room reservations is based on group size.

Event Registration Form

The Event Registration Form is a tool used to help event planners connect with university officials in order to promote information sharing, manage risks, and increase successful outcomes associated with events. In general, event planners should complete an Event Registration Form for all events with food and/or alcohol, that take place outdoors or in a venue that holds 200 or more people, where money is collected, where a dignitary is speaking, and/or that may be seen as controversial or of high risk.

Fees for Internal Users of Cornell Physical Space

This policy establishes consistent procedures to determine and charge space rental fees to internal users. It describes the circumstances under which a fee may be charged. An Interdepartmental Fee Committee approves the amount of space rental fees.

Instructional Space Scheduling Policy (draft in process)

This policy supports conflict-free instructional schedules for students and faculty, and efficient use of classroom resources. Specifically, this policy has three objectives:

1. States the requirements for complying with faculty-endorsed standard meeting days and times;
2. States the requirements for classroom utilization;
3. Defines guidelines for the distribution of classes.

Use of Central Scheduling Tools (revision in process)

This policy addresses the tool by which a room is scheduled. All classroom facilities, instructional laboratories, demonstration rooms, assembly areas, and meeting rooms will be scheduled in the University's academic and event scheduling tool, 25Live®. Conference rooms should be scheduled in Microsoft Outlook®, the University's calendaring tool.