

Space Use Principles for Registered Organizations @ Cornell University

University Organizations and Independent Organizations frequently have questions about the use of University space for meetings, events, and on-going organizational needs. The following principles were developed to address frequently asked questions about each organization's use of space.

- 1. Organizations must be completely registered with the Student Activities Office for the current academic year and be in good standing with the University in order to use campus space.** For more information about registration, see:
http://dos.cornell.edu/activities/sao_handbook/registration.cfm
- 2. Organizations can use any scheduled space on campus within the parameters of that space's scheduling priorities.**
 - Go to <http://registrar.sas.cornell.edu/Sched/> for general information about room reservations, to find the reservationist for specific rooms or to make a reservation for space in Willard Straight Hall, the Carol Takton Center, or one of the Community Centers.
 - Policies regarding use of individual facilities vary. A brief overview of capacities, layouts and fees is available at the room reservationist site (<http://registrar.sas.cornell.edu/Sched/roomres.html>).
 - The most current information about restrictions, costs, available equipment, capacity and other room considerations should be clarified by both parties during the room reservation process.
- 3. Space should always serve the highest and best use; storage is often not the best use.**
- 4. Flexible space generally has more value to the University as a whole than dedicated, less flexible space.** Flexible space can be scheduled and shared by multiple parties to increase the effective total occupancy of the space. If everyone shares, more resource is available to support the many needs.
- 5. Registered Organizations may use space within the control of the organization's sponsoring department or other affiliate.** This space may be schedulable space, but it may also be more dedicated space, e.g., for files, a small office, programming, etc. Such space is the voluntary contribution of the affiliated unit, and is subject to review and re-appropriation if a higher priority need for the space is identified. *No Organization is guaranteed the dedicated use of space. Exceptions are made on a case-by-case basis, subject to administrative approvals.*