Cornell University

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 space-related 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

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.

Approval for Events on Campus

This policy identifies the process by which events are reviewed and approved, including key roles and responsibilities associated with the process. It codifies the Event Registration Process which connects event planners with university officials in order to promote information sharing, manage risks, and increase successful outcomes associated with events.

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

This policy implements the faculty's goal of ensuring that students have as much flexibility as possible in developing their schedules; aims to reduce barriers associated with meeting pattern and time-of-day conflicts; seeks to distribute classes evenly throughout the day, and promotes fair and efficient stewardship of institutional resources.

Use of Central Scheduling Tools

This policy addresses the tool by which a room is scheduled.   All classroom facilities, instructional laboratories, assembly areas, and meeting rooms and many outdoor spaces will be scheduled in the University's academic and event scheduling system, Scheduling@Cornell once that system is fully implemented. Conference rooms should be scheduled in Microsoft Outlook®, the University's calendaring tool.