Space Use Principles for Registered Student Organizations

Approved by the Space Use Advisory Committee; 10/21/10

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 Campus 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: https://scl.cornell.edu/get-involved/campus-activities/student-organizations/registration

2. **Organizations can request the use of many reservable spaces on campus.** Go to https://scheduling.cornell.edu/ for general information about room reservations, links to policies and other guidelines, or to request a space reservation. The room reservation process and requester interaction with the scheduling system and the scheduler will clarify the most current information about restrictions, costs, available equipment, capacity and other room considerations.

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.