



CARLETON COMMONS POLICY

POLICY SUMMARY

Space at Columbia Engineering can be reserved by SEAS faculty, staff, and students for school-related activities.

ISSUING AUTHORITY

Office of the Dean

RESPONSIBLE DESIGNEE OR OFFICE

Office of the Dean

WHO IS GOVERNED BY THIS POLICY

SEAS faculty, staff, and students

WHO SHOULD KNOW THIS POLICY

SEAS faculty, staff, and students

POLICY

SIGNAGE/COMMUNICATING EVENT TIME AND DATE

You must post clear signage (8 ½" x 11") to your event on all entrances to Carleton Commons 24 hours prior to the start of your event. This signage should describe the event, notating the time it is scheduled to begin and when it is scheduled to end (including set-up and cleaning).

OCCUPANCY

There is a 250 person maximum occupancy in all of Carleton Commons for event-related activities.

There is a 45 person maximum occupancy in the glass-walled area at the back of Carleton Commons.

Please Note: Events approved for all of Carleton Commons will include the glass-walled area.

Additionally, if the glass-walled area is reserved, the main area **is not** available for a separate event. There are no simultaneous reservations.

SETUP, CLEANUP, FURNITURE RE-ARRANGEMENT

You must file a cleanup request with facilities and also contact them with any labor requests in advance of your event. You or someone from your staff must be present at least 30 minutes prior to your event setup to ensure all logistics are handled properly. You or someone from your staff must be present at the conclusion of your event to ensure cleanup has or will commence. You or someone from your staff must also be present to ensure that any furniture moved to facilitate your event is or will be restored to the standard Carleton Commons arrangement.

SERVICE FEE

Your staff must be onsite for the duration of your event. If, during your event, the Dean's Office staff is required to notify or is similarly contacted by facilities, students, or any other party of an event-related issue, and consequently, our staff is involved in managing your event in any manner, including supervising attendees, facilities, setup, furniture re-arrangement, or cleanup – before, during, or after your event, your department will be charged a fee for the disruption to the regular business of the Dean's Office, as described in **Chart A**.

Chart A:

\$75.00	Up to 50 attendees at your event.
\$150.00	51 to 100 attendees at your event.
\$225.00	101 to 150 attendees at your event.
\$300.00	151 to maximum occupancy at your event.

DAMAGES

Damages to any furniture, floor tiles, carpet, walls, or any other physical feature of Carleton Commons caused as consequence of your event will be documented and charged to your department based on an assessment of actual costs. There will also be an additional charge of \$250.00 for the administrative work involved in the Dean's Office staff handling of this process.

USAGE/RENTAL FEE

There is an hourly usage/rental fee for specific uses of Carleton Commons as shown in **Chart B**.

Internal Use	Type of Event	Fee
SEAS Student Group	Any Event	Exempt
SEAS Student Affairs	Any Event	\$100.00
SEAS Faculty/Administration/Departments	Any Event	\$100.00
SEAS Faculty/Administration/Departments	Executive Programs	\$200.00
External Use	Type of Event	Fee
Other Columbia Schools, Departments, Barnard, Teachers College	Any Event	\$500.00
SEAS and/or Columbia Affiliated Centers/Institutes	Any Event	\$300.00
Internal & External Use – Back Room of Carleton Commons		
SEAS Student Group	Any Event	Exempt
All Other Groups/Departments	Any Event	\$50.00

DATE AND TIME RESTRICTIONS

We recommend that you not reserve Carleton Commons between 8am and 5pm, Monday through Friday, during fall and spring semesters. **We also ask that you limit reservation requests during mid-term and final exam periods, including weekends.** In some cases, exceptions may be made.

Please Note: Carleton Commons is primarily a space designed for SEAS student access/general use.

EXTERNAL USE OF CARLETON COMMONS

During the summer months or during extended Academic breaks, the Dean's Office may, at its sole discretion, make Carleton Commons available to other Schools within Columbia University/Teachers College/Barnard College. The rental fee for such use will be \$500.00 per hour (as shown in Chart B). This rental fee is negotiable in specific situations, at the sole discretion of the Dean's Office. All other terms outlined above will be in effect for this external rental.

PROCEDURE

RESERVATIONS

Please call 212-854-2993 to inquire about reservations in Carleton Commons. An Excel form will be sent to you for completion.

Where applicable, events **will not** be approved without Departmental chart-string.

The time you reserve must include any scheduled setup and cleanup for your event.

You will be notified whether your event has been approved after Dean’s Office review. Every effort will be made to notify you of approval within 3 business days. However, please allow up to 5 business days for a response.

Please be aware that placing a reservation doesn’t guarantee approval of that reservation. You **must** receive an email from the Dean’s Office approving your event. We advise that you keep this in mind before finalizing any of your plans.

When appropriate, if your request for use of Carleton Commons is for 45 persons or less, your event may be assigned the use of the glass-walled space at the rear of the room. This will allow the central portion of the space to remain operational and maximize the efficiency of Carleton Commons.

CANCELATIONS

Cancelations must be made 10 business days prior to the event, or a \$250.00 late cancelation fee will be charged to your department or office.

REVISION HISTORY

Revision #	Date	Approver	Note	Effective Date
0.0	11/24/2015	Kimberly Bregenzer, Chief Financial Officer	Policy Established	01/01/2016