

**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). Please use Painter's tape or masking tape to post signage. This tape and all signage must be cleanly removed at the conclusion of the event.

**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 include the glass-walled area (Back-Room).

Additionally, if the Back-Room is reserved, the central area of Carleton Commons **is not** available for a separate event. There are no simultaneous reservations.

**SETUP, CLEANUP, FOOD, BEVERAGE, LINENS, FURNITURE RE-ARRANGEMENT**

All reservations must file a cleanup request with facilities. You can also contact facilities with any labor requests in advance of your event. You or someone from your staff must be present at 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.

The link below will guide you to the Facilities Request Service page:

<http://facilities.columbia.edu/request-service/overview>

Questions regarding these services can be discussed with special events/facilities (212) 854-8607.

**ESSENTIAL POLICIES**

If you are serving alcohol it is your responsibility to adhere to the Columbia University policy, link below:

<http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs>

Additionally, it is your responsibility to adhere to the Columbia University Event Policy, link below:

<http://www.essential-policies.columbia.edu/university-event-policies>

**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:**

\$100.00	Up to 50 attendees at your event.
\$150.00	51 to 100 attendees at your event.
\$250.00	101 to 150 attendees at your event.
\$300.00	150 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**:

<b>Internal Use</b>	<b>Type of Event</b>	<b>Fee</b>
SEAS Student Group	Any Event	\$100.00
SEAS Student Affairs	Any Event	\$200.00
SEAS Faculty/Administration/Departments	Any Event	\$200.00
SEAS Faculty/Administration/Departments	Executive Programs	\$200.00
<b>External Use</b>	<b>Type of Event</b>	<b>Fee</b>
Other Columbia Schools, Departments, Barnard, Teachers College	Any Event	\$600.00
SEAS and/or Columbia Affiliated Centers/Institutes	Any Event	\$400.00
<b>Internal &amp; External Use – Back Room of Carleton Commons</b>	<b>Type of Event</b>	<b>Fee</b>
SEAS Student Group	Any Event	\$50.00
All Other Groups/Departments	Any Event	\$100.00
External Use (Including Affiliated Centers/Institutes)	Any Event	\$200.00

**DATE AND TIME RESTRICTIONS**

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

We ask that you don't reserve Carleton Commons between 8am and 6pm, Monday through Friday, during fall and spring semesters. We also ask that you don't place requests during mid-term and final exam periods, including weekends. Exceptions may be made at the discretion of the Dean's Office.

**RESERVATIONS**

Please call 212-854-2993 to inquire about reservations in Carleton Commons. A reservation form will be sent to you for completion. You must include a chart-string or your request will not be approved.

Your reservation request must include any scheduled setup and cleanup time for your event.

Your request will be submitted to a committee for review. Please allow up to 10 business days for a response.

Do not finalize any plans for your event before you receive an approval email from the Office of the Dean confirming your reservation.

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 (Back-Room).

For assistance or general questions about Carleton Commons you can also email: [seasrooms@columbia.edu](mailto:seasrooms@columbia.edu)

**CANCELATIONS**

Cancelations must be made 10 business days prior to the event. Failure to do so will result in a 50% charge of the total cost of the reservation. After two such incidents, your department may lose the privilege of reserving space for 10 academic weeks.

Waiver of cancelation charges due to inclement weather or other unforeseen events will be reviewed at the sole discretion of the Dean's Office. To cancel Carleton Commons reservations please email the contacts below.

Your subject line should exclusively read in caps: SEAS CARLETON COMMONS CANCELATION

[seasrooms@columbia.edu](mailto:seasrooms@columbia.edu)

**IMPORTANT NOTICE:**

The SEAS Dean's Office, at its sole discretion, reserves the right to cancel any pending or approved reservation in order to prioritize the needs of the Engineering School and its students, faculty and staff.