



Cornell University  
Campus Life

# Community Center Reservations and Policies



STUDENT GUIDE  
2008-2009

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# Space Reservation Policy

- University policy applies for all events.
- Registered student organizations can request the use of space. (See [www.sao.cornell.edu](http://www.sao.cornell.edu) for registration details).
- All reservations **MUST** be submitted on-line (<http://registrar.sas.cornell.edu/Sched/R25>)
- All requests or cancellations **MUST** be made at least 5 business days in advance.
- Reservation requests for Fall semester will be accepted starting July 15. Reservation requests for Spring semester will be accepted starting November 15.
- Space will not be available for reservations from the beginning of the study period until the end of finals for each semester.
- Weekly requests may be made for meeting rooms only, with the stipulations that each group is allowed only one repeating event a week and the event does not exceed 4 hours. Organizations are permitted to reserve space for repeating events for one semester per academic year.

All reservations are tentative pending the receipt of completed necessary forms (set up, equipment needs, UUP, etc.) and information (account for billing, management of event, etc.). If not completed two business days prior to event, the space may be released.



Picture on left—  
Robert Purcell  
Community Center  
located on North  
Campus.

- Setup needs (equipment, A/V, tables, chairs, etc.) must be provided at the time of the request and any changes submitted at least two business days before the event. Any additions at the time of the event will result in a charge to the group.
- Student organizations need to provide billing information prior to their event. Organizations will be billed at the end of the month for charges incurred.
- All spaces must be returned to their original condition (except reservations will approved setups). If they are not, there will be a \$25 cleaning fee. If damages have occurred, there will be a \$25 cleaning fee plus the cost of repairs.
- Any event requiring a UUP (<http://activities.cornell.edu/eventreg>) must have a full-time Cornell professional staff member in attendance and the person's name, email address and phone number must be provided 2 days prior to the event.
- Residential and Event Services assumes no responsibility for groups' display items or materials.

Residential and Event Services reserves the right to reschedule any event. Prior notice will be given as soon as possible to those groups which have previously reserved the space.

Please refer to page 4 for information on fees associated with the use of Community Center space.

Picture on right—  
Appel Commons  
Community Center  
located on North  
Campus.



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## Fines and Fees

**Late Cancellations:** Cancellations made less than three (3) business days prior to the day of the event, will result in a \$25 fee to the reserving group. No additional reservations will be accepted until fee is reconciled.

**No-Shows:** No shows will result in a \$25 fee plus any setup fees to the reserving group. Two “no-shows” will result in the loss of privileges to reserve space in the community centers for two semesters.

**Alcohol Use Violations:** Violations of the University and Campus Life Alcohol Policy may result in a fine of up to \$200 as well as denial of requests for space for future events. Violators may be referred to the Judicial Administrator.

**Setup and Clean-up Time:** Rooms requiring setup and clean-up will need to allow an extra hour on either side of the reservation time. If the reserving group is charged for the event, this time is included in the fees.

**Clean-up Fines:** Failure to leave spaces in the same or better condition in which they were found, including rearrangement of furniture (outside of use as indicated on the On-line Room Reservation system), will result in a \$25 charge.

**Room Damages:** Any damages to space (i.e., holes in walls, excessive trash, damage to floor) will result in a \$25 cleaning charge plus the cost of repairs.

**Exceeding Reservation Time:** A fee of \$25 per hour will be charged to the reserving group and may affect the ability to request spaces in the future.

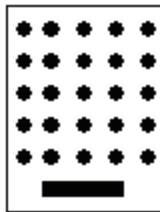
*Note: Unpaid fines and/or fees will result in denial of any future reservation requests. Rates, fees and fines are subject to change each fiscal year. Fees will be calculated based on event date.*

## Room and Space Rates

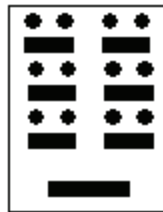
Community Center space is free to registered student organizations based on standard setup. Charges will apply as follows for additional setups.

Setup	Appel Commons	RPCC
MPR Standard - Empty	Free	Free
MPR Banquet 50 people or less	Free	Free
MPR Banquet 51-100 people	\$25	\$25
MPR Banquet 100 people or more	\$50	\$50
MPR Theater 100 people or less	Free	Free
MPR Theater 100 people or more	\$25	\$25
MPR Classroom – 50 people or less	Free	Free
MPR Classroom – 50 people or more	\$25	\$25
	302A,B,C	105, 220, 222
Conference Room Standard - Boardroom	Free	Free
Conference Room – Theater (no tables)	\$25	\$25
Conference Room – Banquet	\$25	\$25
Conference Room – Empty	\$25	\$25
TV Lounge Standard – Soft Chairs only	Free	Free
TV Lounge – Additional Seating	\$25	\$25
TV Lounge – Fair Style (add tables and seating)	N/A	\$25
Lobby – Table and 2 Chairs	Free	Free

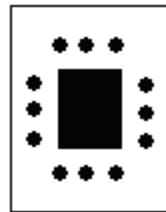
Diagrams of what room setups look like:



Theater



Class



Square



U-S

# Audio-Visual Equipment Rates

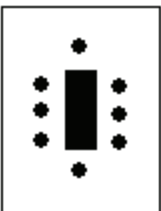
Student organizations will be provided access to in-house mounted equipment with request. Additional equipment requests will incur the following charges:

Equipment	Appel Commons	RPCC
<b>TV Lounge</b>		
Up to 2 Microphones	\$15	\$15
Projector Screen	Free	Free
LCD Projector	N/A	N/A
DVD/VCR to connect to TV	\$15	\$15
<b>Conference Rooms</b>		
Up to 2 microphones	\$15	\$15
Screen	Free	Free
LCD Projector	N/A	N/A
TV/VCR Cart	\$15	\$15
<b>Multipurpose Room/Auditorium</b>		
MPR with Stage	\$25	\$25
Aud (RPCC Only)/MPR – 1 microphone	Free	Free
Aud/MPR – 2-4 microphones	\$15	\$15
Aud/MPR – Screen	Free	Free
Aud/MPR – LCD Projector	Free	Free
Aud/MPR – DVD	Free	Free
Aud/MPR – VCR	Free	Free
<b>Miscellaneous Equipment</b>		
Overhead any room	\$15	\$15
Slide Projector any room	\$15	\$15

Full PA equipment is not available for events. If hosting a dance party, group will be responsible for providing own equipment for this purpose.



hape



Board



Banquet



Rcptn

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## Food and Beverage Policy

Food and beverages will be allowed in all reserved rooms under the following conditions:

- Cornell Catering, Cornell Dining, Frugal Catering, and CascaDeli are the only approved caterers for events in the Community Centers.
  - Cornell Catering Website - <http://campuslife.cornell.edu/catering>
- Any group that leaves a room in unsatisfactory condition may be subject to an additional fee.



## Alcohol Policy

- No individual or group may bring alcohol into the Community Centers.
- Plans to have alcohol at events must be noted on the Room Reservation Form when the reservation is made. All alcohol served is for on-premise consumption served only by Cornell Catering.
- Events at which alcoholic beverages will be present must be registered through completion of a UUP (see <http://www.activities.cornell.edu/eventreg>).

## Lobby Use Policy

The Lobby areas in the Community Centers are available for public information purposes, which may include: petitioning, surveying and general distribution of information. Sales of any kind are ONLY permitted in the Lobby (i.e. raffles, subscriptions, etc.) when approved in advance and with UUP approvals. All reservations MUST be submitted online and made at least three (3) working days in advance.

- You must reserve tabling space on-line reservation (<http://registrar.sas.cornell.edu/Sched/25>). A table will be provided.
- Displays must be kept within the boundary of the table and/or poster stand.
- No materials may be attached to the walls or woodwork. Refer to the Poster & Donation Box/Jar Policy on page 7.
- The name of the sponsoring organization must appear on all displays. The group reserving the space must be the group that actually uses the space, and a member of the group must be present during all activities.



## Poster & Donation Box/Jar Policy

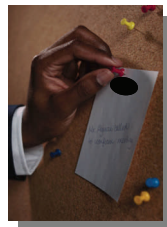
### Posters:

Posters must be taken to the Residential Programs Office at 1501 Dickson Hall during regular business hours (Monday-Friday 8am-4:30pm) for approval. Residential Programs will send all approved posters to the Community Center Programming mailbox located at RPCC. A Program staff member will be responsible for hanging the posters in the designated areas.

Unapproved posters and posters found hanging outside of designated areas will be removed and the sponsoring organization may be assessed a \$25 cleaning fee. *The written poster policy is held in the Residential Programs Office for reference.*

**Classified Signs (including sublets):**

Signs for sublets, books for sale or any other “classified” signs need to be placed in the “Classified” areas of the poster locations. Any signs placed outside of these areas will be removed and may result in a \$25 cleaning fee to the individual or group responsible for posting the material.



**Banners:**

Banner use is limited to Campus Life units only.

**Donation Boxes and Jars:**

Donation Boxes - All registered student organizations/ groups, Non-Campus Life units, and Residence Halls need to reserve space via the on-line reservation system ([http:// registrar.sas.cornell.edu/Sched/25](http://registrar.sas.cornell.edu/Sched/25)) for donation boxes. The boxes will be provided to each group by Facilities. Facilities will put the boxes in the designated areas for each building. Each reservation will be allowed for 7 days. Boxes must be checked and emptied daily. The Community Center is not responsible for items in the boxes.

Donation Jars – All registered student organizations/ groups, Non-Campus Life units, and Campus Life units need to reserve space for tabling via the on-line reservation system ([http:// registrar.sas.cornell.edu/Sched/25](http://registrar.sas.cornell.edu/Sched/25)). Tabling will be allowed for 7 days. Tabling involving money needs to be staffed by the organization/group/unit at all times. An approved UUP is required.

## Mailbox Stuffing Policy

Registered student organizations are able to stuff mailboxes following the guidelines below:

1. All content must be approved by Service Center Supervisor, Laurie Ahlers (lr35@cornell.edu).
2. Only the Service Center staff will be permitted to stuff mailboxes.
3. Organizations will be permitted to utilize the service twice per semester with no charge.
4. After the allotted two stuffings a semester, the cost for stuffing mailboxes in one community center is \$10.00, or all three for \$20.00.
5. For more information, contact Brandi Smith, Director Community Center Operations, at bs39@cornell.edu.

Mail Policies at the Service Center - Due to Federal Private Express Statutes, Service Centers cannot process internal campus mailings intended to be used for commercial, personal, or private gain, or for commercial advertising for organizations, or individuals not affiliated with Cornell University.

Service Centers will not process internal campus mail that is intended to be used in any manner that implies a university endorsement of a partisan, political, sectarian, or religious position.

Service Centers are not intended to be used for fund raising or surveying of students and/or staff.

Businesses are not allowed access to the Cornell Campus mail system. Departments may not serve as a mail channel for outside organizations or individuals.



Cornell University  
Campus Life

206 Robert Purcell  
Ithaca, NY 14853

Phone: 607-255-6290

Fax: 607-255-4722

Email: [r25schedulers-l@cornell.edu](mailto:r25schedulers-l@cornell.edu)

Web site:

Room Reservations-

<http://registrar.sas.cornell.edu/Sched/R25>

Residential and Events Services-

<http://www.campuslife.cornell.edu>

Community Centers-

<http://www.campuslife.cornell.edu>

Click Community Centers at the top

If you have any questions on Community Center or  
Service Center operations, please contact:

Brandi Smith

Director of Community Center Operations

607-254-2913 or [bs39@cornell.edu](mailto:bs39@cornell.edu)

If you have any questions or programming needs,  
please contact:

Denice Cassaro

Director of Community Center Programs

607-254-2928 or [dac11@cornell.edu](mailto:dac11@cornell.edu)