



Space Use Principles for Registered Organizations

Approved by the Space Use Advisory Committee; July 18, 2022

University Organizations and Independent Organizations frequently have questions about the use of Cornell space for short-term programming, such as meetings and events, and on-going organizational needs, such as office and storage space. The following principles were developed to address frequently asked questions about space use by Organizations.

These principles apply to all units of the University, excluding Weill Cornell Medicine.

PRINCIPLES

- 1. Organizations must be completely registered with Student and Campus Life for the current academic year and be in good standing with the University to use or occupy assigned campus space.** For more information about registration, see: <https://scl.cornell.edu/RSORegistration>.
- 2. Organizations can use any schedulable space on campus within the parameters of that space's scheduling priorities for programming needs.**
 - Scheduling@Cornell (<http://scheduling.cornell.edu>) provides general information about room reservations, including:
 - the scheduler for specific rooms;
 - the reservation process for space in Willard Straight Hall or one of the Community Centers;
 - policies regarding use of specific facilities, which may vary, and
 - a brief overview of location capacities, layouts, and fees.
 - It is incumbent upon both parties, the scheduler and the requester, to clarify and confirm the most current information about restrictions, costs, available equipment, capacity, and other room considerations during the room reservation process.
- 3. Assigned/dedicated 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 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 dedicated/assigned 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.

CONTACT

Director of Capital & Space Planning | 607-255-2557 | spaceplanning@cornell.edu

Revision Tracking

July 2022: Update URLs, identification of offices, and terminology for scheduling; clarify applicability
October 2010: First approval by Space Use Advisory Committee