Cornell University

Approval for Events on Campus

Approved by the Space Use Advisory Committee; January 22, 2020
Approved by the Academic & Event Scheduling System Executive Sponsor Committee; January 15, 2020

INTENTION AND SUMMARY

Cornell University Core Values[1] serve as the foundation for a more equitable and inclusive atmosphere, and this policy is set forth to affirm those values as they relate to the organization and delivery of events. Especially noteworthy, events should be structured and managed to strive toward creating a community of belonging and encourage free and open inquiry and expression.

Access to classroom and event space is provided to support mission-driven activities of the institution. Certain Cornell University departments and offices have duties and stewardship responsibilities for creating conditions under which University space resources can be used efficiently, safely, and within policy guidelines. Those duties and responsibilities may include: enforcement of Federal and New York State laws, adherence to University policies, oversight of health and safety standards, and ensuring consistency with established departmental directives.   Since the 1980s, the University Events Team[2] (UET) coordinates the event stewardship responsibilities for the University community. This policy is designed to codify, strengthen, and authorize the established process in conjunction with the implementation of the 25Live®scheduling system.

This policy applies to all Ithaca-based reservable spaces[3].   Academic departments, administrative units, registered and recognized student organizations, and outside organizations sponsored by an authorized Cornell organization seeking to utilize Ithaca-based reservable spaces must register their events pursuant to this policy. The Cornell AgriTech and Cornell Tech campuses and satellite locations are exempted. Staff at these non-Ithaca locations are only required to use this tool when seeking to utilize Ithaca-based reservable spaces. These campuses may, but are not required to, use the Event Registration Process set forth in this policy for events occurring on non-Ithaca properties.

Not all events will be required to complete an Event Registration Form (ERF). Requesters of space will answer screening questions that will then determine the need to complete an ERF. The screening questions and timeline considerations are included in Appendix A, Procedure to Secure Approval for Non-class Events.

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[1] https://president.cornell.edu/initiatives/university-core-values/

[2] The UET has existed under various names or incarnations and with changing membership; it was most recently known as the Events Management Planning Team (EMPT) until 2020.

[3] Procedures for Ithaca venues that provide food service, e.g., the Statler Hotel and the ILR Conference Center, including roles and responsibilities for registering the event, are still being resolved. This policy will be updated to reflect final resolution of ongoing discussions. In the meantime, Conference & Event Services in Student and Campus Life will take the lead role within the UET in determining notification requirements.

EXPECTATIONS

The goal of the Event Registration Process (ERP) is to produce successful events. UET members participate in the process with this goal in mind, and are specifically charged to:

- Review ERFs and provide feedback to event sponsors in a timely manner;
- Review requests within their own area of expertise and influence;
- Comment constructively; and
- Assist event sponsors by providing advice on promoting the success of events and sharing knowledge and best practices to mitigate risk.

While the mission of the UET is to work with event sponsors to mitigate risk and help produce successful events, there will be occasions when time and/or resources are insufficient to make those outcomes practical or possible and the UET may deny an event request. Such decisions reflect the expertise, stewardship responsibility, and judgement of the professionals serving on the UET and any such decision is final.

All those who request a reservation for use of an event space must:

- Attest to the veracity of the information entered in the 25Live®system through Scheduling@Cornell.
- Submit such requests that may require an Event Registration Form in advance of the requested date. See Appendix A, Procedure to Secure Approval for Non-class Events for specific timelines.
- Provide accurate answers to ten event registration screening questions.

For events that require the completion of an ERF, the event requester:

- May be required to answers additional questions or provide clarifications to the UET or individual members;
- Must provide such answers or clarifications to the UET in a timely manner; and
- May need to attend a regularly scheduled meeting of the UET, particularly for large or complex events.

RELATED POLICIES

University Policies connect the university's mission to the everyday actions of its community, clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support the university's compliance with laws and regulations. Please be aware of these policies and how they may apply to your event.

Space and scheduling-related policies are published by the Division of Budget and Planning. Four policies of particular relevance to the use of reservable spaces include the following:

- The *Use of Central Scheduling Tools* policy identifies the spaces that should be considered reservable and scheduled in 25Live®.

- The *Instructional Space Scheduling Policy* supports conflict-free instructional schedules for students and faculty, and efficient use of classroom resources. It establishes objectives for class scheduling during the fall and spring terms.

- *Fees for Internal Users of Cornell Physical Space* establishes consistent procedures to determine and charge space rental fees to internal users and describes the circumstances under which a fee may be charged. An Interdepartmental Fee Committee approves the amount of space rental fees.

- *Access to Space for Events* establishes consistent procedures and guidelines for the scheduling of space for non-class activities during the fall and spring terms, on weekdays, and all other times outside of the regular academic year.

COMMITTEE MEMBERSHIP

Members of UET include representatives from:

- Conference & Event Services
- University Relations (including Media Relations, Strategic Communications, and Community Relations)
- Campus Activities
- Facilities Management
- Cornell University Police Department
- Cornell Dining
- Parking & Transportation Services
- Environment, Health & Safety
- Risk Management & Insurance

The UET will review this policy annually and submit any substantive changes for approval.

DEFINITIONS

25Live® Space (also Reservable Space): Any room or outdoor space reserved through the 25Live® tool, a commercial system used to manage space reservations. The *Use of Central Scheduling Tools* policy defines the rooms and outdoor spaces required to be scheduled in 25Live®.

Event: An activity that occurs within a specific date and time range. An event may be an academic class, a class-related event, a non-academic campus event, or a community-sponsored event. Event attendees may include specific known individuals as well as the general public.

Meeting: A gathering of people at a specific date and time for some purpose. Meetings are characterized by required specific attendees. A meeting is a subtype of an Event.

Scheduling@Cornell: A portfolio of tools, including a web site, policies, business practices, a commercial scheduling software (25Live®), and event-related workflow that together comprise a unified system for scheduling events at Cornell.

RESOURCES

Cornell University Core Values:
https://president.cornell.edu/initiatives/university-core-values/

Event Planning Resources:
http://www.eventplanning.cornell.edu

Environment, Health & Safety:
https://ehs.cornell.edu/

Risk Management & Insurance:
http://www.risk.cornell.edu/

Space Planning Resources (including space-related policies):
https://dbp.cornell.edu/home/space-planning/resources/

University Events Team:
https://scl.cornell.edu/get-involved/campus-events/university-events-team

Revision Tracking

July 2024: Formatting; Update hyperlinks

Appendix A. Procedure to Secure Approval for Non-Class Events.

Screening Questions

Requesters seeking space for an event in 25Live® through Scheduling@Cornell will be required to answer ten event registration screening questions.

1. Event has alcohol?
2. Event has food other than store-bought?
3. Outdoors NOT rally/protest/tabling?
4. Event has a speaker/artist/dignitary?
5. Event streamed/recorded/photographed?
6. Event includes sales or fundraising?
7. Event to sell/distribute merchandise?
8. Open to attendees NOT of Cornell community?
9. Will use Cornell logo/name/artwork?
10. Event has decorations/sound/lighting?

If any one of these questions is answered with a yes response, the scheduler will ask the requester to complete an Event Registration Form (ERF). The completed ERF will be directed, through the scheduling system, to the UET for review and approval. Space requests with all negative responses to the screening questions will not need to complete an ERF; these requests will be completed when the scheduler confirms the space reservation.

The following events DO NOT require an ERF, unless they also fit in a category listed below in the sections for events that require an ERF with TWO WEEK and FOUR WEEK advance submissions:

- Meetings, since they are closed sessions limited to a department or select group of people (e.g., a student organization or Greek organization)
- Closed events that are "invitation only"
- Events where the only food is pre-prepared by a commercial entity (e.g., pizza, snacks, subs, dessert)
- Closed events where food is shared in efforts to create a sense of comradery, such as a "dish to pass" team lunch, or as part of a teambuilding exercise, such an office "cook-off"
- Tabling used to promote an event/organization (no exchange of money and only pre-prepared food at table)
- Outside rallies, demonstrations, or protests that don't have amplified sound or that have amplified only between noon and 1:00 PM outside Willard Straight Hall or Day Hall
- Events in venues that have occupancy limits of fewer than 50 people

Planning and Lead Times

The complexity of the event (food, alcohol, set-up or equipment needs, etc.) and related requirements will determine the lead time required for submitting an ERF. These requirements may include: food permits, temporary structure permits (stage, tents, etc.), crowd manager training, etc. For more information about preparing for a non-class event visit, including information about various permits, crowd management, and other event health and safety tips visit the Environment, Health & Safety and Risk Management websites (see the Resources section in the policy for website hyperlinks).

These events require an ERF to be submitted TWO WEEKS in advance:

- Events that have food from an approved caterer
- Tabling when the group is collecting money (e.g., fundraisers with sales of merchandise or advance admission tickets)
- Events that will take place in a venue that has occupancy limit of between 50 and 150 people that end before 11:00 PM
- Outdoor events that have amplified sound other than at the noon hour outside the Willard Straight Hall or Day Hall
- Temporary outdoor displays such as posters on the quad (larger setups that include more complex structures may require 4 weeks' notice)
- Events where money is collected, or tickets are being sold
- Events employing drones for recreational purposes
- Events that involve student performers (musical acts, comedians, actors) in small venues (under 150 capacity)

These events require an ERF to be submitted FOUR WEEKS in advance:

- Events that involve a dignitary or a performing artist from outside the Cornell community (e.g., musical acts, comedians, actors)
- Events that involve alcohol
- Events that involve cooking or serving home-cooked food (rather than having the event catered or serving pre-prepared food; this includes bake sales or tabling with home-cooked food) [Note: This does not include such events that are closed or by "invitation only" such a departmental "dish to pass" lunch or similar event]
- Events that have the potential to go past 11:00 PM
- Events that allow non-Cornell community members to attend
- Events that will be held in a large venue or space that accommodates 150 people or more
- Any use of a drone for commercial purposes
- Events that will use tents, stages, or other temporary structures
- Events that will require a permit from a governmental agency
- Events that include high risk physical activities (e.g., open flames; road races, dunk tanks, see-saws, inflatables, or organized competitive sporting events sponsored by Greek or other student organizations)