Approval for Events on Campus

Approved by the Space Use Advisory Committee; April 29, 2025
Approved by the Academic & Event Scheduling System Executive Sponsor Committee; January 15, 2020

INTENTION AND SUMMARY

Cornell University core values 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 and the Student Code of Conduct, oversight of health and safety standards, and ensuring consistency with established departmental directives. Since the 1980s, the University Events Team[1] (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 academic and event scheduling system of record, Scheduling@Cornell.

This policy applies to all Ithaca-based sponsored events and reservable spaces[2]. Academic departments, administrative units, registered and recognized student organizations, sororities and fraternities, and outside organizations must register their events pursuant to this policy if they intend to hold any events or activities on Cornell's Ithaca property. The Cornell AgriTech and Cornell Tech campuses and satellite locations are exempted. Staff at these non-Ithaca locations are only required to use Scheduling@Cornell 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.

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[1] 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.

[2] 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 open the line of communication between event planners and university officials to produce successful events. UET members participate in the process with this goal in mind, and are specifically charged to:

- Review Event Registration Forms (ERFs) and provide feedback to event sponsors in a timely manner.
- Review requests within their own area of expertise and influence.
- Interpret event-related policies and procedures and provide guidance and suggestions to event planners.
- Comment constructively.
- 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:

- Be a member of the Cornell University community (current faculty, staff or student).
- 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.
- Confirm that a representative from the sponsoring organization will be on site for the duration of the event and provide that person's name and contact information on the event registration form.
- Provide additional information in a timely manner to UET members or Schedulers upon request.

Based on the information provided by the event planner, the planner may be asked to attend a meeting of the UET to discuss their event and/or provide additional information. In addition, depending on the nature of the event, UET may require additional provisions before approving the event. These provisions may include:

- Requiring a student organization advisor to be present at the event (for activities sponsored by a registered student organization).
- Requiring participants to secure tickets for an event.
- Requiring security and/or emergency services for an event.
- Requiring event staff to complete crowd management training.
- Changing the venue based on number of people expected, or the type of event.

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, Capital and Space Planning. Two policies of relevance to the use of reservable spaces include the following:

- The *Academic and Event 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.

COMMITTEE MEMBERSHIP

Members of UET include representatives from:
- Conference & Event Services
- University Events
- 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; Fire Marshall's Office
- 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 *Academic and Event Scheduling* 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 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

Event Planning Resources: https://scl.cornell.edu/get-involved/university-events
   (includes links to various event policies, including events with food & alcohol, ticketing, contracts, permit requirements, filming, outdoor camping, and others)

University Events Team: http://scl.cornell.edu/UET

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

Event Planning Resources for Student Organizations: https://scl.cornell.edu/EventPlanning

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

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

Office of Children and Youth Safety: https://youthsafety.cornell.edu/

Merchandise Approval/Use of Cornell brand: http://brand.cornell.edu

Expressive Activity Policy 4.23: https://policy.cornell.edu/policy-library/expressive-activity-policy

Cornell University Policy Website: https://policy.cornell.edu/

Student Code of Conduct: https://policy.cornell.edu/policy-library/student-code-conduct

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

Screening Questions

Requesters seeking to register their event and/or space for an event in 25Live® through Scheduling@Cornell will be required to answer event registration questions after entering their event details and space request. The response to these questions will determine which university officials will review their event. Examples of event registration questions include (but are not limited to):

1. Event has alcohol?
2. Event has food?
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. Event includes minors (under 18 years of age)?
10. Will use Cornell logo/name/artwork?
11. Event has decorations/sound/lighting?

The completed ERF will be directed, through the scheduling system, to the UET for review and approval. The following events are required to be submitted for the Event Registration Process; however, they will typically not require full UET review and/or approval:

- 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)
- Tabling used to promote an event/organization (no exchange of money and only pre-prepared food at table)

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 (note that the event organizer will be responsible for obtaining a certificate of insurance from the caterer or food truck, which may take more time)
- 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)
- 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)
- Events that include any athletic activity, animals, novelty equipment (i.e. bounce houses, carnival games, etc.)
- Events with food trucks
- Events that include minors (participants under 18 years of age)
- Outdoor events (other than tabling, unless the tabling activities include any of the activities in this section)