

Columbia Law School Room Reservations Handbook

Columbia Law School's campus is comprised of four buildings, three of which are available for room reservations. Instructional spaces are primarily designated for classes and other academic activities, although some spaces may be used to host meetings and other events.

This Handbook sets forth the regulations, procedures, and responsibilities that govern reservation and use of those spaces. All reservable spaces at Columbia Law School fall under the jurisdiction of this policy. For information about the rooms that are available for reservations please see the [Room Description Guide](#). All questions pertaining to room reservations must only be sent to room_reservations@law.columbia.edu.

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I. Things to Consider When Submitting a Room Request

A. **General Guidelines**

1. Columbia Law School has very limited capacity to provide space and cannot guarantee the availability of rooms even if those requesting space meet qualifying conditions. Columbia Law School faculty, faculty assistants, staff and recognized student groups should request space using their Virtual EMS login credentials. If you believe you should have Virtual EMS login credentials but do not have them please contact room_reservations@law.columbia.edu.

2. All parties using Columbia Law School's rooms are expected to follow the guidelines for room use as set forth in this policy, as posted, and as provided by authorized Columbia Law School representatives. If damages are sustained in the room, including to furniture or technical equipment, the requesting department, organization, or other relevant group will be responsible for any associated costs of amelioration.

3. Each room has a standard setup, which is described in the Room Description Guide. If a scheduled event requires a configuration different from the room's default configuration, or needs additional services, the user must request the change with the Law School's Building Services department. Please see [section III](#) of this document for contact information of the appropriate department(s). Additional charges may apply.

4. Event Details

a) When titling your event, be both succinct and descriptive. For example, if you are holding a meeting for your staff, include the name of the department or professor in the title e.g., Student Services Meeting.

b) There are two new required sections in the reservation details.

(1) Alcohol – Y or N: We need to know whether you intend to serve alcohol at your event. This will be especially helpful with student events.

(2) Speakers or Special Guests: This will be used to gauge security needs or other involvement in the event.

Please note, furniture may never be taken out of a room or moved within a room by anyone other than authorized Facilities staff.

B. Timelines for Access to Virtual EMS

1. During the academic year, requests for space will not be confirmed until the course schedule is finalized and rooms have been assigned to each individual class. This usually occurs in late August for the fall semester and within the first two weeks of January for the spring semester. The online room reservations system, Virtual EMS, will be inactive until those classroom assignments are complete. The community will be notified via email once Virtual EMS reopens for reservations.

Beginning August 16, 2019, the room reservation system will reopen in the following order:

- Using Virtual EMS, only faculty, centers, and staff will be able to reserve a room for the fall semester during the following dates:

August 16 – August 29

- Using Virtual EMS, only student organizations will be able to reserve rooms for the fall semester during the following dates:

August 30 – September 5

- **Beginning September 6**, the room reservation system will be reopened to all members of the Law School community, University affiliates, and outside organizations to reserve rooms for the fall semester.

Please note these dates are subject to change, and will be updated before each semester.

C. Dates When Room Reservations are Limited

1. Law School Exam Periods. Events, conferences, and workshops may not be scheduled during exam periods. Exceptions will not be granted. Please review the Law School's academic calendar for relevant dates.

2. Admissions Events. The Office of Admissions hosts two series of spring programming for prospective students, entitled "Mondays at Columbia" and "Admitted Student Program." These will vary year by year, so please consult this policy for updates. Events on these dates are restricted. *Exceptions will not be granted.*

- Mondays at Columbia: Monday, February 17
- Mondays at Columbia: Monday, April 20
- Mondays at Columbia: Monday, April 27
- Admitted Student Program: Wednesday, March 4 and Thursday, March 5
- Admitted Student Program: Wednesday, March 25 and Thursday, March 26
- Admitted Students Program: Wednesday, April 1 and Thursday, April 2

3. Lawyers, Community, and Impact. Student Services, along with the Vice Dean for Intellectual Life and the Dean's Office hold events throughout the semester to engage students and address current issues. On these dates, lunch hour events are heavily restricted. *Exceptions will not be granted.*

- September 11
- October 30

D. **Who to Contact to Determine if There is a Conflict**

On any given day, Columbia Law School is host to a number of meetings and events. In an effort to minimize conflicts and maximize the opportunity for attendees to participate in an anticipated event it is recommended that you reach out to the contacts listed below for guidance on potential conflicts for a proposed date. Please note, after contacting the following individuals you must still follow the protocol listed in this document to reserve a room.

- Questions related to potential conflicts for scheduled events hosted by Columbia Law School Faculty Members and/or Columbia Law School Centers should be directed to Zoe Attridge.

Please note faculty/assistants/centers must also submit their events to Zoe Attridge through the shared calendar so that it can be copied to the master calendar.

- Questions related to potential conflicts for scheduled events hosted by Student Affairs Administrative Offices (Social Justice Initiatives, Career Services, Registration Services, and Student Services) should be directed to Brian Juergens.
- Questions related to potential conflicts for scheduled events hosted by Student Organizations should be directed to Room Reservations.

E. **Selecting a Start and End Time for the Reservation**

Virtual EMS automatically adds setup/teardown time to a reservation's start and end time to allow Facilities staff to prepare a room or clean up after an event. Classrooms and seminar rooms in Jerome Greene Hall, William and June Warren Hall, and William C. Warren Hall require four minutes in setup/teardown time at the beginning and end of every reservation. Flexible, non-classroom spaces such as Case Lounge, Jerome Greene Annex, Drapkin Lounge, and Lenfest Café require one hour of setup/teardown time at both the beginning and end of every event.

For example, if an event is scheduled to take place in Case Lounge from 2:00 - 3:00 p.m., the next event may begin at 5:00 p.m.

II. **Types of Reservations**

A. **Full Reservation:** Rooms with services (catering, audio/visual needs, and room setup) that are booked at least 72 hours prior to the start of the event.

NEW

1. Speedcharts are required for any reservation requiring services. Please provide the speedchart you wish to use to correspond with you event.

B. **Express Reservation:** Rooms booked fewer than 72 hours prior to the event start time and that do not need auxiliary services (i.e., no food cleanup, no AV needs, no public safety needs). These types of reservations are limited to Virtual EMS account credentials. Exceptions will not be granted.

	Are you submitting the room request in Virtual EMS more than 72 hours in advance of the event?	
	Y	N
Which type of reservation should I book in Virtual EMS?	Full Reservation	Express Reservation
May I have auxiliary services (custodial, room configuration, AV staff assistance, etc.)?	Yes	No
Does the request require Room Reservations' approval?	Yes	No

III. Auxiliary Services

A. Receiving confirmation of a room only permits access to the room. Any additional requests including but not limited to furniture configuration (including rental furniture, if necessary), table linens, catering, microphones, use of projector screen, and use of computers are considered auxiliary services.

B. Below you will find a list of the most frequently used auxiliary services. Please note that auxiliary services will likely incur fees beyond the room reservation fee. If you would like a quote for the auxiliary fees, please contact Building Services at least two weeks before your event. If you anticipate the needs of auxiliary services, please submit your room reservation request and contact the appropriate office as listed below a minimum of two weeks in advance of the event.

1. **Building Services**

a) If your event will require special furniture configuration, additional tables, linen rentals, or if food will be served, you must contact buildingevents@law.columbia.edu.

2. **Audio Visual/Information Technology Services**

a) If your event requires technological and/or AV capabilities (including if a guest requires disability accommodations that would allow the guest to fully participate in an event), please contact avrequest@law.columbia.edu.

3. **Public Safety**

a) If your event will feature a government official who travels with a security detail (including judges and former officials), a prominent or controversial speaker, or if you have reason to believe that your event requires security please contact [Joel Kosman \(students\)](#). All others should contact [Tony Pallone](#), the Law School's Director of Building Services.

4. **Auxiliary Services Contact Guide**

Type of Request	Department
Room Setup	buildingevents@law.columbia.edu
Custodial / Food Cleanup	buildingevents@law.columbia.edu
Audio Visual	avrequest@law.columbia.edu
Computer and Other Technology	avrequest@law.columbia.edu
Security	Students: Joel Kosman Others: Tony Pallone

5. **Catering Considerations**

- a) If you will have catering at your event, please observe the below items:
- (1) You are responsible for making catering arrangements.
 - (2) Please take into consideration potential dietary restrictions/preferences of your attendees, e.g., Kosher, vegan, vegetarian, gluten-free, and nut-free.
 - (3) To reduce food waste, please make every effort to match your order to the number of attendees.

IV. Who May Reserve Space?

A. The following parties may request space under the conditions described below:

1. **Faculty, Visiting Scholars, and Staff**

a) Columbia Law School faculty and staff may request space for:

(1) Course-related requests, such as make-up classes and review sessions. Please note, the Office of Registration Services is responsible for allocating classroom space for classes.

(2) Teaching Fellow (“TA”) sessions or exam review sessions should be coordinated and requested with the faculty member’s assistant once EMS has been opened for the semester.

NEW

(a) Teaching fellows with instructors who are adjunct instructors or lecturers should email room_reservations@law.columbia.edu with your request(s) for TA sessions.

(3) Departmental meetings.

(4) Faculty or administrative programs, events, workshops, seminars, and conferences not included in the curriculum guide.

2. **Students**

a) Law School students may request space if:

(1) They hold leadership roles in Student Senate-recognized student organizations.

(2) All requests are to be made through the Virtual EMS login assigned to each organization. Each student organization is permitted to have 1-2 executive board members with access to Virtual EMS.

(a) If your organization does not have a log-in, please email [room_reservations](mailto:room_reservations@law.columbia.edu).

3. **Alumni**

- a) Columbia Law School alumni can request space if:
- (1) They are hosting an event or a meeting officially sponsored by Columbia Law School Development and Alumni Relations.
 - (2) The meeting or event is being hosted at the behest of Columbia Law School faculty, staff, or a student organization.
 - (3) All requests should be made with the department or constituency inviting the alumni or co-sponsoring the event.

4. **Affiliates**

- a) Columbia University affiliates (faculty and administrators at other Columbia University schools and departments) are welcome to request space for programs if:
- (1) The event is co-sponsored by (a) Columbia Law School faculty member(s), center, student organization, or administrative office (in which case, all requests should be made by the Law School department or Law School constituency co-sponsoring the event.
 - (2) If the event is not co-sponsored by the Law School, the reservation will be subject to the fees schedule listed in section V.B below.

5. **External Organizations**

- a) Columbia Law School can accommodate requests for space on a case-by-case basis, availability permitting.
- (1) External organizations seeking to host an event at the Law School must submit to room_reservations@law.columbia.edu, and the reservation will be subject to the fees schedule listed in section V.B below.

(2) External organizations cannot book through a Columbia Law School organization.

V. **Room Reservations Fees**

A. All events require a room use fee. Setup and teardown time will also be included when assessing the room reservation fee. Please refer to the Room Description Guide for pictures and information about the rooms available to request at Columbia Law School. Please refer to Section I.D for information about how setup and teardown times are determined. Invoices for the room reservation fees will be sent by the Law School’s Room Reservation administrator.

B. **Confirmed room reservations by non-Columbia Law School organizations will be charged the following rates:**

Rooms	Per Hour
Seminar Rooms (seat 10-40 people)	Weekday Fees: \$275 - \$350/hour Weekend Fees: \$175 - \$250/hour
Small Auditorium (seat 40-99 people)	Weekday Fees: \$350 - \$425/hour Weekend Fees: \$250 - \$325/hour
Large Auditorium (seat 125-180 people)	Weekday Fees: \$450 - \$560/hour Weekend Fees: \$350 - \$460/hour
Flexible Spaces (Case and Annex) (seat up to 74 people, depending on furniture configuration)	Weekday Fees: \$600+ /hour Weekend Fees: \$500+ /hour
Drapkin Lounge	Weekday Fees: \$1300+ /hour Weekend Fees: \$1200+ /hour

C. Should you need to reserve more than two rooms for the same event, different rates may apply. Please contact room_reservations@law.columbia.edu with your request.

D. Requests for fee waivers may be considered at the discretion of the Dean’s Office. Please contact room_reservations@law.columbia.edu with your request.

VI. **Cancellation Fees**

A. Cancellations must be made no later than 72 hours before the room reservation's scheduled setup time. **Failure to cancel the event by this time will result in a penalty in the amount of 15% of the total cost to reserve the room (including any auxiliary fees).**

B. Cancellations must be emailed to room_reservations@law.columbia.edu and to any of the other departments providing auxiliary services (Columbia Law School Building Services, Columbia Law School Audio Visual (AV), and Columbia University Public Safety (please review [Section III.B.3](#) of this policy for the appropriate contact information).

VII. **Restrictions on Reserving Space**

A. *Space may NOT be reserved by any parties for:*

1. Non-work related personal use (phone/web calls and interviews, individual study space, social gatherings, etc.)
2. Study groups and/or group project work

NEW

B. A space can only be reserved for a minimum of 30 minutes.

VIII. **Alcohol Policy and Notification Procedures**

A. **Faculty and Staff**

1. Faculty, Staff, Centers, Affiliates, and outside organizations are subject to the University's Alcohol Policy. Details of that policy may be found at <http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs>.

B. **On-Campus Student Organization Events**

1. Alcoholic beverages may not be served at a student organization event unless a temporary permit has been obtained from New York State. Permits may be applied for here: <http://www.sla.ny.gov/online-permit-applications>. Groups should allow at least 3 weeks for the issuance of a permit from the time that all required documentation has been submitted to the State.

2. Student Services must be notified if you intend to serve alcohol at your event. You must fill out an [alcohol notification form](#) and provide it to Student Services.

3. No alcohol may be served at an on-campus event before 5:00 p.m except by prior written consent from Dean Ramos-Herbert or Joel Kosman.

4. You may only serve beer and wine at Law School events held on campus.
5. Self-service of alcohol at an event is not permitted.
6. Each area where alcohol is available at an event must be monitored by at least one organization member who is at least 21 years of age and who has attended a University Event Management Alcohol Training session during the current academic year. The schedule for such trainings and the procedure for registering may be found at <http://uem.columbia.edu/student/events-alcohol>. Alcohol monitors may not drink alcoholic beverages before or during the time that they are monitoring an alcohol service area.
7. Alcohol may only be served at an event by Law School students who are least 21 years of age and who have attended a University Event Management Alcohol Training session during the current academic year. Servers may not drink alcoholic beverages before or during the time they are serving.
8. Ample food and non-alcoholic beverages must be served and prominently displayed at any event where alcohol is served. Such food and beverages must be available throughout the time that alcohol is being served, and must be replenished, as needed, during this time.
9. All event guests must be 21 years of age and must be able to produce identification of age if asked.

NB – We have been informed by University Event Management that a permit is NOT required if an organization sells tickets for an event and alcohol is subsequently served (rather than sold) during the course of the event.

10. Additional information about Columbia University's alcohol policies may be found at:
<http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs>.

IX. **FAQ**

A. May I request and thus place holds on multiple rooms of different capacities while I am waiting to determine the number of attendees who be in attendance?

1. No, the Law School cannot maintain multiple rooms on “hold” for single bookings. Please submit your room request once the desired room capacity has been established. Requests that violate this policy will automatically be canceled, and a notification of cancellation will be sent to the requester.

B. My room appears available on the “Check Availability” page, but when I try to submit the request, it does not appear as an option.

1. Most likely, one of two things is happening:

a) As section I.E above details, time is automatically added to the setup/teardown of a reservation. For example, a booking scheduled to end at 12:00 p.m. will still be occupied (according to the scheduling system) until 12:04 p.m. Since the next booking will automatically add four minutes to the beginning of the reservation, the earliest it can be requested is 12:09 p.m. (The same principle applies to requests for flexible spaces like the Jerome Greene Annex and Case Lounge, exception for the automatically added time extends to one hour each for setup and teardown.

b) EMS defaults on assigning AM to the time; please double check that you are correctly indicating “AM” or “PM” for your start and end times and then resubmit the request.