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# Room Reservations Handbook



Spring 2022

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## INTRODUCTION

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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 updated Handbook sets forth the regulations, procedures, and responsibilities that govern reservation and use of those spaces. All dates that events are restricted can be found on [page 7](#). It is subdivided into four sections – [Student Organizations](#), [Faculty and Centers](#), [Student Facing Administration](#), and [Non-Law School Columbia Affiliates](#). Additionally, take a look at our [FAQ section](#).

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 Reservations Website](#). All questions pertaining to room reservations must only be sent to [Room Reservations](#).



**Columbia Law School Policy on Space, Events, and Visitors Spring 2022**

For the latest events policy information, please visit Columbia Law School's [Important Information for the 2021-2022 Academic Year.](#)

- General Guidelines
  - **Events policy is subject to change.** As the pandemic is still ongoing, the events policy is subject to change and cancellations may occur. For more information, please visit [Columbia University's Resource Guide](#) and [Columbia Law School's Information and Resources](#) website.
  - 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 EMS WebApp login credentials. If you believe you should have EMS WebApp login credentials but do not have them please contact [Room Reservations](#).
  - 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.
  - Each room has a standard setup, which is described on the [Room Reservations Website](#). 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.
  - Events can only be reserved by the party that will coordinate and pay for the event. Transferring events to another group's account is prohibited.
  - Event Details
    - 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.
  - **Express Reservations (reservations made within 72 hours of event start time) will not be offered this semester.** This is in an effort to reduce the impact on our Facilities team.
    - If you need a meeting room, please email [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu), and we will try our best to support your needs.

*NB - Furniture may never be taken out of a room or moved within a room by anyone other than authorized Facilities staff.*

- Timelines for Access to EMS WebApp
  - 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, EMS WebApp, will be inactive until those classroom assignments are complete. The community will be notified via email once EMS WebApp reopens for reservations. Events will be approved on a rolling basis with the most immediate events being approved first.
    - Beginning January 14, 2022, the room reservation system will reopen in the following order:
      - Using EMS WebApp, only faculty, centers, and staff will be able to reserve a room for the fall semester during the following dates:
 

*January 14 – January 20*
      - Using EMS WebApp, only student organizations will be able to reserve rooms for the fall semester during the following dates:
 

*January 21 – January 27*
      - Beginning January 28, 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 spring semester.

*NB - These dates are subject to change, and will be updated before each semester.*

- Dates When Room Reservations are Limited
  - 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.
  - 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 21
    - Admitted Students Program: March 2 & 3
    - Perspectives: April 5
    - Admitted Students Program: April 6 & 7
    - Mondays at Columbia: April 18
  - 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.*
    - January 26
    - February 16
    - March 9
    - March 30



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## WHO MAY RESERVE SPACE?

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

- Students
  - Law School students may request space if:
    - They hold leadership roles in Student Senate-recognized student organizations.
      - Requests are to be made through the EMS WebApp login assigned to each organization. Each student organization is permitted to have 1-2 executive board members with access to EMS WebApp.
      - Requests for Case, the Annex, or Drapkin must be emailed to [Room Reservations](#).
        - If your organization does not have a log-in, please email [Room Reservations](#).
- Faculty, Visiting Scholars, and Staff
  - Columbia Law School faculty and staff may request space for:
    - 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.
    - 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.
    - Teaching fellows with instructors who are adjunct instructors or lecturers should email [Room Reservations](#) with your request(s) for TA sessions.
  - Departmental meetings.
    - Faculty or administrative programs, events, workshops, seminars, and conferences not included in the curriculum guide.
- Alumni
  - Columbia Law School alumni can request space if:
    - They are hosting an event or a meeting officially sponsored by Columbia Law School Development and Alumni Relations.
    - The meeting or event is being hosted at the behest of Columbia Law School faculty, staff, or a student organization.
    - All requests should be made with the department or constituency inviting the alumni or co-sponsoring the event.

- Affiliates
  - Columbia University affiliates (faculty and administrators at other Columbia University schools and departments) are welcome to request space for programs if:
    - 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.
    - The room is to be used for a class.
    - If the event is not co-sponsored by the Law School, the reservation will be subject to the fees schedule [listed below](#).
- External Organizations
  - Columbia Law School will not be reserving rooms for external organizations in spring 2022.

*NB - No member at Columbia Law School can reserve a room for an external organization. This is considered fronting, and any evidence of this will result in the cancellation of the event.*

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## STUDENT ORGANIZATIONS PLANNING AND HOSTING AN EVENT AT THE LAW SCHOOL

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Student organizations should review these seven steps outlined in the following pages of the Handbook to understand the room reservation process. **For an in-depth breakdown of event planning for Student Organizations, consult the Student Organizations Handbook and Planning Events pages accessible via the [Student Organizations website](#).**

*NB - Questions related to potential conflicts for scheduled events hosted by Columbia Law School Student Organizations should be directed to [Room Reservations](#).*

### **STEP ONE: GET AN EMS LOGIN**

- Over the summer, you will receive an email from [Student Organizations](#) to identify points of contact for different members of your board. One such will be for who will have EMS access. If you wish to gain access to EMS when it opens, you must fill out this form before the deadline.
- If you need a login after the Point of Contact form has closed, please email [Student Organizations](#) with your name, UNI, phone number, and student organization(s) for which you will be reserving rooms.

### **STEP TWO: CHOOSE A DATE OR DATES**

- In an effort to avoid conflicting programs please check the following calendars well in advance of the event:
  - Law Cal
  - Student Organization Calendar
  - Student Affairs Calendar
  - Dates when room reservations are [limited](#)
- Once you have consulted these calendars, please identify your intention for the event on the Student Affairs Google Calendar. If you need access to this calendar, please email [Student Organizations](#).

### **STEP THREE: ROOM RESERVATIONS**

- How to Reserve
  - All requests for space, except for the Annex, Case Lounge, Drapkin, Lenfest, and the Gallery must be submitted to Room Reservations via the EMS WebApp. Please review the [Room Reservations page](#) for additional information on available law school rooms, including their capacity and AV capabilities.

- EMS WebApp automatically adds set-up/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.
  - If your event will likely need longer set-up or teardown times, please build that into your request when you submit. If you are unsure of how long set-up or teardown will take, please reach out to [Building Services](#) or [AV Request](#) to ensure you request adequate time.
    - In the event that you need to add time after your event has been confirmed, please reach out to [Room Reservations](#) as soon as possible to ensure your best chances to be able to extend your event.
- To reserve the Annex, Case Lounge, Drapkin, Lenfest, or the Gallery, you must email [Room Reservations](#). Please include the date, time, description of the event, room set-up, and student organization when you submit your request.
- Types of Reservations
  - Student Organization/Journal Reservation are reservations with services (catering, audio/visual needs, and room setup) that are booked at least 72 hours prior to the start of the event.
    - While you will be prompted to enter a speedchart, please use your account number.
      - If you do not know your account number, please contact [Student Organizations](#).

*NB - If you would like to reserve a room or space at another Columbia University School or venue (such as the auditorium at Lerner Hall or any outdoor space at the University) please contact [Jeffrey Bagares](#) as far in advance as possible. Some spaces at the University must be reserved in the semester prior to the one during which the event is held.*

## **STEP FOUR: AUXILIARY SERVICES**

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. Below you will find a list of the most frequently used auxiliary services. 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.

- Building Services
  - If your event will require special furniture configuration, additional tables, linen rentals, or if food will be served, you must contact [Building Services](#).
    - Building Services will consult with Facilities in order to process your request.
    - You cannot move furniture or clean-up after your event per Union contract agreements.
- Audio Visual/Information Technology Services
  - 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 [AV Request](#).
  - If you need Zoom support for livestreaming or a virtual event, then please contact [AV Request](#).
  - If you have external guests on Zoom or in person to always ask permission for speakers and guests before you record.
- Public Safety
  - If your event will feature a government official or 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 [Jeffrey Bagares](#).
    - If the person is a head of state, head of government, cabinet minister, high government official or leader, is considered high profile or controversial, please let [Jeffrey Bagares](#) know as soon as possible but not less than 10 business days before the event. Please note, events including any of the aforementioned with require an event review.
      - If you have external guests on Zoom to always ask permission for speakers and guests before you record.
    - Carefully review the [University's Policy on Partisan Political Activity](#) before you plan any action or event sponsored with a political party or candidate.
    - Your event may be subject to an event's review by the University. You can work with [Jeffrey Bagares](#) during this process.

*NB: External speakers are not allowed on campus for spring 2022.*

- Auxiliary Services Contact Guide

Type of Request	Department
Room Setup	<a href="#">Building Services</a>
Custodial / Food Cleanup	<a href="#">Building Services</a>
Audio Visual	<a href="#">AV Request</a>
Computer and Other Technology	<a href="#">AV Request</a>
Security	<a href="#">Jeffrey Bagares</a>

#### **STEP FIVE: ROOM USAGE AND LIMITATIONS**

- Events for which student organizations WILL NOT be responsible for facilities charges if an event satisfies all of the criteria listed below:
  - The event begins on the Law School campus between Monday at 9AM and Friday at 9PM and is open to all Law School students;
  - No alcohol is served;
  - There are not extraordinary set-up or clean-up requirements for the event;
  - The event location is not misused or otherwise damaged during the event;
  - The student organization requested the space and maintained the reservation through the conclusion of the event.
- *Space may NOT be reserved by any parties for:*
  - External organizations – this is considered fronting, and any evidence of this would be cause for removal of access to EMS.
  - Non-organization related personal use (phone/web calls and interviews, individual study space, social gatherings, etc.)
  - Study groups and/or group project work
  - Less than 30 minutes. All events must be at least 30 minutes in length to warrant a reservation.
- Times When EMS is Closed
  - EMS is **closed** for students during study periods and exam periods. In order to schedule your events, you need to email [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu).

- Study Breaks and Exam Review Sessions
  - Study Breaks
    - Student organizations and journals are restricted to one (1) study break during the reading and midterm/exam periods. This study break can be up to two (2) hours long.
  - Exam and Review Sessions
    - Student organizations and journals are restricted to one (1) review session during the reading and midterm/exam periods. This study session can be up to two (2) hours long.
- TA/TF Sessions
  - Students should not request rooms for their TA/TF sessions via the EMS WebApp. Faculty assistants should be submitting the sessions. If a student needs to change the time of a session or request an additional session, they should coordinate with the faculty assistant and room reservations directly via email.
  - If your professor does not have a faculty assistant, please email [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu) to coordinate your sessions.

## **STEP SIX: OTHER CONSIDERATIONS**

- Catering Considerations
  - You are responsible for making catering arrangements.
  - Please take into consideration potential dietary restrictions/preferences of your attendees, e.g., Kosher, vegan, vegetarian, gluten-free, food allergies, etc.
  - To reduce food waste, please make every effort to match your order to the number of attendees.
    - Please also reduce the use of disposable plastic at your event.
  - All events at Columbia Law School are subject to the University's Alcohol Policy. Details of that policy may be found [here](#) if you plan on serving alcohol at your event.
    - Additionally, all student organizations are subject to the [On-Campus Student Events Alcohol Policy](#), and must submit [an alcohol notification form](#) to Student Services.
- Accessibility
  - Please review the [Event Accessibility Checklist](#) to ensure that your event is accessible for all students and/or attendees.

## **STEP SEVEN: CANCELLATIONS**

- Cancellations must be made no later than 72 hours before the room reservation's scheduled setup time out of consideration for others in the Law School community.
- Cancellations must be emailed to [Room Reservations](#) 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 by contacting [Jeffrey Bagares](#)).

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## FACULTY/CENTERS PLANNING AND HOSTING AN EVENT AT THE LAW SCHOOL

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The following is a step-by-step process for faculty, faculty assistants, and centers planning and hosting an event at the Law School. Please review the following seven steps. If you have questions upon completions of the review, please reach out to [Room Reservations](#).

*NB - 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 [Room Reservations](#).*

### **STEP ONE: GET AN EMS LOGIN**

- If you need a login, please email [Room Reservations](#) with your name, UNI, phone number, and which professors and/or centers for which you will be reserving rooms.

### **STEP TWO: CHOOSE A DATE OR DATES**

- Try to isolate a date or dates for your event. In an effort to avoid conflicting programs please check the following calendars well in advance of the event:
  - Law Cal
  - Faculty/Centers Calendar
  - Dates when room reservations are [limited](#)
- Once you have consulted these calendars, please write your intention for the event on the Faculty/Centers Google Calendar.

### **STEP THREE: ROOM RESERVATION**

- How to Reserve
  - All requests for space must be submitted to Room Reservations via the EMS WebApp. Please review the [Room Reservations page](#) for additional information on available law school rooms, including their capacity and AV capabilities.
    - EMS WebApp automatically adds set-up/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.
      - If your event will likely need longer set-up or teardown times, please build that into your request when you submit. If you are unsure of how long set-up or teardown will take, please reach out



to [Building Services](#) or [AV Request](#) to ensure you request adequate time.

- In the event that you need to add time after your event has been confirmed, please reach out to [Room Reservations](#) as soon as possible to ensure your best chances to be able to extend your event.

- Types of Reservations

- Full Reservation are reservations with services (catering, audio/visual needs, and room setup) that are booked at least 72 hours prior to the start of the event.
  - Speedcharts are required for any reservation requiring services. Please provide the speedchart you wish to use to correspond with you event.
- Express Reservation are reservations 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 EMS WebApp account credentials. Exceptions will not be granted.
  - Express reservations are considered confirmed upon submission, and they will not receive confirmation emails from Room Reservations.

	<b>Are you submitting the room request in EMS WebApp more than 72 hours in advance of the event?</b>	
Which type of reservation should I book in EMS WebApp?	Faculty/Department Template	Express (Formerly “Same Day”) Template
May I have auxiliary services (custodial, room configuration, AV staff assistance, etc.)?	Yes	No
Does the request require Room Reservations’ approval?	Yes	No

## **STEP FOUR: AUXILIARY SERVICES**

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. Below you will find a list of the most frequently used auxiliary services. 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.

- Building Services
  - If your event will require special furniture configuration, additional tables, linen rentals, or if food will be served, you must contact [Building Services](#).
    - Building Services will consult with Facilities in order to process your request.
    - You cannot move furniture or clean-up after your event per Union contract agreements.
- Audio Visual/Information Technology Services
  - 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 [AV Request](#).

- Public Safety
  - 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 let [Tony Pallone](#), the Law School's Director of Building Services, know as soon as possible, but not less than 10 business days before the event. Please note, events including any of the aforementioned will require an event review.
    - Carefully review the [University's Policy on Partisan Political Activity](#) before you plan any action or event sponsored with a political party or candidate.
    - If you have external guests on Zoom or in person to always ask permission for speakers and guests before you record.
- How Facilities Charges Are Calculated
  - In general, the more elaborate or larger your event, the more workers will be required to support the event and the higher the charges will be. Facilities costs are charged at the following rates:
    - The hourly custodial rate is approximately \$75 per worker per hour. There are no partial hour charges.
    - If your event occurs after 2:30 p.m. during the week or at any time during the weekend, there is a minimum 4-hour charge per worker. The Law School does not control the rate or assessment of these charges. The rates at which fees are incurred are set at the University level pursuant to negotiated contracts with the relevant unions. If University property is damaged during your organization's event, the repair costs will be passed on to your organization. Whenever possible, Building Services and the Information Center will try to provide easels, tables and chairs (inside the building only) and coat racks from their building inventory, at no cost. At the same time, they cannot adversely affect other building areas by rearranging furniture or easels solely to accommodate an event.
  - Public Safety/Security – Requirements and Costs Certain events require additional security and assistance from University Public Safety. If your planned event might meet any of the following conditions, please contact [Tony Pallone](#) and Building Services as far in advance of the event as possible:
    - If you are inviting government officials, high profile, or potentially controversial speakers to campus or inviting many guests from outside of the University.
    - If your event might be considered controversial in nature because of the topic or the speaker.
    - If your group will host an event on the weekend and the event will be attended by non CUID holders.

- If your event is in spaces outside of Law School buildings and grounds based on the event or other space requirements. The rate for security coverage is approximately \$75 per hour and a 4-hour minimum charge applies at all times. There are no security charges for organization events that are CUID only and that are held at times when students, administrators, and faculty can enter the building themselves.
- Auxiliary Services Contact Guide

Type of Request	Department
Room Setup	<a href="#">Building Services</a>
Custodial / Food Cleanup	<a href="#">Building Services</a>
Audio Visual	<a href="#">AV Request</a>
Computer and Other Technology	<a href="#">AV Request</a>
Security	<a href="#">Tony Pallone</a>

## **STEP FIVE: OTHER CONSIDERATIONS**

- Catering Considerations
  - You are responsible for making catering arrangements.
  - Please take into consideration potential dietary restrictions/preferences of your attendees, e.g., Kosher, vegan, vegetarian, gluten-free, food allergies, etc.
  - To reduce food waste, please make every effort to match your order to the number of attendees.
    - Please also reduce the use of disposable plastic at your event.
  - All events at Columbia Law School are subject to the University's Alcohol Policy. Details of that policy may be found [here](#) if you plan on serving alcohol at your event.
- Accessibility
  - Please review the [Event Accessibility Checklist](#) to ensure that your event is accessible for all students and/or attendees.

## **STEP SIX: RESTRICTIONS**

- *Space may NOT be reserved by any parties for:*
  - External organizations – this is considered fronting, and any evidence of this would be cause for removal of access to EMS.
  - Non-work related personal use (phone/web calls and interviews, individual study space, social gatherings, etc.)
  - Less than 30 minutes. All events must be at least 30 minutes in length to warrant a reservation.

## **STEP SEVEN: CANCELLATIONS**

- 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).
- Cancellations must be emailed to [Room Reservations](#) 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 by contacting [Tony Pallone](#)).
- If classes are canceled, the cancellation must be emailed to [Room Reservations](#) as soon as possible in order to make space available around for others to use.

The following is a step-by-step process for faculty, faculty assistants, and centers planning and hosting an event at the Law School. Please review the seven steps listed on below. If you have questions upon completions of the review, please reach out to [Room Reservations](#).

### **STEP ONE: GET AN EMS LOGIN**

- If you need a login, please email [Room Reservations](#) with your name, UNI, phone number, and which department(s) for which you will be reserving rooms.

### **STEP TWO: CHOOSE A DATE OR DATES**

- Try to isolate a date or dates for your event. In an effort to avoid conflicting programs please check the following calendars well in advance of the event:
  - Law Cal
  - Student Organizations Calendar
  - Student Affairs Calendar
  - Dates when room reservations are [limited](#)
- Once you have consulted these calendars, please identify your intention for the event on the Faculty/Centers Google Calendar.

### **STEP THREE: ROOM RESERVATION**

- How to Reserve
  - All requests for space must be submitted to Room Reservations via the [EMS WebApp](#). Please review the [Room Reservations page](#) for additional information on available law school rooms, including their capacity and AV capabilities.
    - EMS WebApp automatically adds set-up/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.

- If your event will likely need longer set-up or teardown times, please build that into your request when you submit. If you are unsure of how long set-up or teardown will take, please reach out to [Building Services](#) or [AV Request](#) to ensure you request adequate time.
  - In the event that you need to add time after your event has been confirmed, please reach out to [Room Reservations](#) as soon as possible to ensure your best chances to be able to extend your event.
- Types of Reservations
  - 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.
    - Speedcharts are required for any reservation requiring services. Please provide the speedchart you wish to use to correspond with you event.
  - Express Reservation are reservations 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 EMS WebApp account credentials. Exceptions will not be granted.
    - Express reservations are considered confirmed upon submission, and they will not receive confirmation emails from Room Reservations.

	<b>Are you submitting the room request in EMS WebApp more than 72 hours in advance of the event?</b>	
Which type of reservation should I book in EMS WebApp?	Faculty/Department Template	Express (Formerly “Same Day”) Template
May I have auxiliary services (custodial, room configuration, AV staff assistance, etc.)?	Yes	No
Does the request require Room Reservations’ approval?	Yes	No

## **STEP FOUR: AUXILIARY SERVICES**

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. Below you will find a list of the most frequently used auxiliary services. 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.

- Building Services
  - If your event will require special furniture configuration, additional tables, linen rentals, or if food will be served, you must contact [Building Services](#).
    - Building Services will consult with Facilities in order to process your request.
    - You cannot move furniture or clean-up after your event per Union contract agreements.
- Audio Visual/Information Technology Services
  - 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 [AV Request](#).
- Public Safety
  - 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 let [Tony Pallone](#), the Law School's Director of Building Services, know as soon as possible, but not less than 10 business days before the event. Please note, events including any of the aforementioned will require an event review.
    - Carefully review the [University's Policy on Partisan Political Activity](#) before you plan any action or event sponsored with a political party or candidate.
    - If you have external guests on Zoom or in person to always ask permission for speakers and guests before you record.
- How Facilities Charges Are Calculated
  - In general, the more elaborate or larger your event, the more workers will be required to support the event and the higher the charges will be. Facilities costs are charged at the following rates:
    - The hourly custodial rate is approximately \$75 per worker per hour. There are no partial hour charges.
    - If your event occurs after 2:30 p.m. during the week or at any time during the weekend, there is a minimum 4-hour charge per worker. The Law School does not control the rate or assessment of these charges. The rates at which fees are incurred are set at the University level pursuant to negotiated contracts with the relevant unions. If University property is damaged during your organization's event, the repair costs will be passed on to your organization. Whenever possible, Building Services and the



Information Center will try to provide easels, tables and chairs (inside the building only) and coat racks from their building inventory, at no cost. At the same time, they cannot adversely affect other building areas by rearranging furniture or easels solely to accommodate an event.

- Public Safety/Security – Requirements and Costs Certain events require additional security and assistance from University Public Safety. If your planned event might meet any of the following conditions, please contact [Tony Pallone](#) and Building Services as far in advance of the event as possible:
  - If you are inviting government officials, high profile, or potentially controversial speakers to campus or inviting many guests from outside of the University.
  - If your event might be considered controversial in nature because of the topic or the speaker.
  - If your group will host an event on the weekend and the event will be attended by non CUID holders.
  
- If your event is in spaces outside of Law School buildings and grounds based on the event or other space requirements. The rate for security coverage is approximately \$75 per hour and a 4-hour minimum charge applies at all times. There are no security charges for organization events that are CUID only and that are held at times when students, administrators, and faculty can enter the building themselves.

- Auxiliary Services Contact Guide

Type of Request	Department
Room Setup	<a href="#">Building Services</a>
Custodial / Food Cleanup	<a href="#">Building Services</a>
Audio Visual	<a href="#">AV Request</a>
Computer and Other Technology	<a href="#">AV Request</a>
Security	<a href="#">Tony Pallone</a>

## **STEP FIVE: OTHER CONSIDERATIONS**

- Catering Considerations
  - You are responsible for making catering arrangements.

- Please take into consideration potential dietary restrictions/preferences of your attendees, e.g., Kosher, vegan, vegetarian, gluten-free, food allergies, etc.
  - To reduce food waste, please make every effort to match your order to the number of attendees.
    - Please also reduce the use of disposable plastic at your event.
  - All events at Columbia Law School are subject to the University's Alcohol Policy. Details of that policy may be found [here](#) if you plan on serving alcohol at your event.
- Accessibility
  - Please review the [Event Accessibility Checklist](#) to ensure that your event is accessible for all students and/or attendees.

## **STEP SIX: RESTRICTIONS**

- *Space may NOT be reserved by any parties for:*
  - External organizations – this is considered fronting, and any evidence of this would be cause for removal of access to EMS.
  - Non-work related personal use (phone/web calls and interviews, individual study space, social gatherings, etc.)
  - Less than 30 minutes. All events must be at least 30 minutes in length to warrant a reservation.

## **STEP SEVEN: CANCELLATIONS**

- 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).
- Cancellations must be emailed to [Room Reservations](#) 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 by contacting [Tony Pallone](#)).

Space is available for reservation for Columbia affiliates and outside organizations. All who reserve at Columbia Law School are subject to the rules and fees within this Handbook. Please review the four steps below. If you have questions upon completions of the review, please reach out to [Room Reservations](#).

### **STEP ONE: REVIEW THE ROOM DESCRIPTIONS**

- Review the descriptions on our [website](#) to decide which room(s) you would like to use.

### **STEP TWO: REVIEW THE ROOM FEES**

- 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 Reservations Website](#) for pictures and information about the rooms available to request at Columbia Law School.
  - EMS automatically adds set-up/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.
    - If your event will likely need longer set-up or teardown times, please build that into your request when you submit. If you are unsure of how long set-up or teardown will take, please reach out to [Building Services](#) or [AV Request](#) to ensure you request adequate time.
      - In the event that you need to add time after your event has been confirmed, please reach out to [Room Reservations](#) as soon as possible to ensure your best chances to be able to extend your event.

- 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

- Requests for fee waivers may be considered at the discretion of the Dean's Office. Please contact [Room Reservations](#) with your request.

### **STEP THREE: MAKE A REQUEST**

- To request space, please email [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu).

### **STEP FOUR: AUXILIARY SERVICES**

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. Below you will find a list of the most frequently used auxiliary services. 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.

- Building Services
  - If your event will require special furniture configuration, additional tables, linen rentals, or if food will be served, you must contact [Building Services](#).
  - Catering Considerations
    - If you will have catering at your event, please observe the below items:
      - You are responsible for making catering arrangements.
      - Please take into consideration potential dietary restrictions/preferences of your attendees, e.g., Kosher, Halal, vegan, vegetarian, gluten-free, food allergies, etc.
      - To reduce food waste, please make every effort to match your order to the number of attendees.
        - Please also reduce the use of disposable plastic at your event.
    - All events at Columbia Law School are subject to the University's Alcohol Policy. Details of that policy may be found [here](#) if you plan on serving alcohol at your event.
- Audio Visual/Information Technology Services
  - 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 [AV Request](#).
- Public Safety
  - 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 Room Reservations must be informed of this when you request the event.
- Accessibility
  - Please review the [Event Accessibility Checklist](#) to ensure that your event is accessible for all students and/or attendees.
- Auxiliary Services Contact Guide

Type of Request	Department
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## FAQs

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*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?*

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.

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

Most likely, one of two things is happening:

1. 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.
2. 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.

*My room time is defaulting to start at :15, but I want to start my event at :10.*

The system defaults to quarter hours -- :00, :15, :30, and :45. If you want to start at any other minute interval, you will have to type in the time.

*I don’t remember my EMS login information. What do I do?*

Email [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu), and we can reset your password.

*I got a confirmation email from [roomreservationscls@gmail.com](mailto:roomreservationscls@gmail.com). Is this an official Room Reservations confirmation?*

Yes. EMS and Front do not work well together, and so we will use this email to send out confirmations. They get forwarded to [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu), so please continue sending your requests to the official @law.columbia.edu email address.

*Can I move tables or clean-up the room myself?*

No. All events needing such support should be booked with enough time for Room Reservations to send a confirmation and for Building Services to submit a ticket for Facilities support.



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## DIRECTORY

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### Addresses:

**Jerome Greene Hall**

435 West 116<sup>th</sup> Street  
New York, New York 10027

**William and June Warren Hall**

1125 Amsterdam Ave  
New York, NY 10025

**William C. Warren Hall**

410 West 116<sup>th</sup> Street  
New York, New York 10027

### Contacts:

**Room Reservations**

[room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu)  
212-854-5745

**Tony Pallone**

[apallo@law.columbia.edu](mailto:apallo@law.columbia.edu)  
212-854-2630

**Audio Visual**

[avrequest@law.columbia.edu](mailto:avrequest@law.columbia.edu)  
212-854-2400

**Building Services**

[buildingevents@law.columbia.edu](mailto:buildingevents@law.columbia.edu)  
212-854-4477

**Brian Juergens – Student Facing  
Administration**

[bjurg@law.columbia.edu](mailto:bjurg@law.columbia.edu)  
212-854-8484

**Student Organizations**

[studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu)  
212-854-2395

**Jeffrey Bagares – Student Organizations  
(Security)**

[jb3861@columbia.edu](mailto:jb3861@columbia.edu)  
212-854-2395