Columbia
Law School

Room Reservations Handbook for Faculty and Staff

Spring 2026

All events convened in Columbia Law School buildings or spaces (including Jerome L. Greene Hall, William and June Warren Hall, William C. Warren Hall, and Jerome L. Greene Annex), regardless of the affiliation of the organizer(s) or attendees, must abide by the following general protocols, which supplement University policies. This updated Handbook provides information about the process for booking spaces and planning events via EMS, as well as the relevant dates and deadlines. Student Organizations should also review and abide by the Student Organization Handbook.

- **Room Reservations.** A confirmed room reservation is required for all meetings and events held in Law School reservable spaces. Room reservation requests must be submitted via the Columbia Law School Event Management System (EMS).

- **Permission to Reserve Space.** Columbia Law School faculty, staff, researchers, librarians, and designated representatives from recognized student organizations shall have access to reserve space via EMS. Contact Room Reservations for assistance with accessing EMS.

    - **Non-Law School or Non-Affiliate Events.** Requests for use of Law School reservable space by alumni, individuals or entities with affiliations elsewhere within Columbia University, or who have no affiliation with the University or the Law School, will be considered on a case-by-case basis. Such requests should be transmitted to Room Reservations.

    - **Fronting.** In accordance with University policies, booking space on behalf of a group or individual other than the event organizer is not permitted. This practice, known as "fronting", also prohibits faculty members and their coordinators, as well as administrative offices, from booking space on behalf of students and student organizations.

- **Reservable Spaces.** A list of reservable spaces at the Law School can be found on the Room Reservations website.

- **Standard Room Setup.** Each reservable space is equipped with a default furniture and technology configuration, which is described on the Room Reservations Website. Changes or additions to the default setup may incur additional expenses and require additional coordination and approval.

- **Order of Priority.** First priority for the use of reservable space is granted to Law School courses listed in the Curriculum Guide and scheduled exams. Second priority is given to non-class academic activities, such as review/TA sessions, makeup classes, and moot court activities. Third priority is given to co-curricular and intellectual life events, including panel discussions, academic support programs, faculty meetings and workshops, and student organization meetings. Fourth priority is given to departmental meetings and other non-academic activities that do not Spring within the first through third categories above.

- All questions pertaining to room reservations should only be sent to Room Reservations.

TIMELINE FOR ACCESS TO EMS WEBAPP

Each semester, the EMS WebApp will become available after the course schedule has been finalized and rooms have been assigned to each individual class. This usually occurs mid-August for the Spring semester and early January for the Spring semester.

For the Spring semester, the EMS WebApp will be available for the Law School community to submit room reservations on **Thursday, January 8, 2026**.

Events will be reviewed on a rolling basis with the immediate events being approved first.

BLACKOUT PERIODS

Dates when Room Reservations are limited
When planning events, please observe that some dates are unavailable or have limited availability to accommodate school-wide programming at the Law School:

Admissions Events. The Office of Admissions hosts two series of Spring programming for prospective students:
- JD Admitted Student Programs: March 4 - March 5 & April 15 - April 16
- Day at Columbia: April 22

Lawyers, Community, and Impact (LCI). 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 during the lunch hour (12pm-1pm). *Exceptions will not be granted.*
- January 26 (lunch hour)
- February 2 (lunch hour)
- March 30 (lunch hour)
- April 6 (lunch hour)

1L Harlan Fiske Stone (HFS) Moot Court. Provides students with unmatched opportunities to hone their legal skills:
- April 13

HFS Semi-Final Oral Arguments. Students will present oral arguments on their briefs before alumni attorneys and student judge panels during the evening hours (5pm-10pm):
- February 23, 24, 25, 26 (evening hours)
- April 14, 15, 16, 20, 21, 22, and 23 (evening hours)

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.
- May 4-15: Exam Period

University Holiday& Recess. Rooms cannot be reserved on:
- January 19: MLK Day
- March 16-20: Spring Recess

If your preferred event date conflicts with one of these dates, please reach out to [Room Reservations](#) for alternative elsewhere on-campus.

SPACE LIMITATIONS

Temporary Limitations *(January 20 to January 30)*

To provide the Registrar space flexibility for courses during the Add/Drop Period (last two weeks of January), the following spaces will be limited for reservations Monday through Thursdays outside of the lunchtime hour:

- **Jerome Greene Hall (JGH)**
    - 101
    - 103
    - 104
    - 105
    - 106
    - 107

- **William & June Warren Hall (WJW)**
    - L104
    - L107

Space Limitations

The following spaces will not be reservable during the Spring 2026 semester. Please note catering and conference tables may not be permitted in parts of the first floor of Jerome Greene Hall to accommodate safety and traffic flow:

- **Jerome Greene Hall (JGH)**
    - 324 (Drapkin Lounge): offline; student study space

- **William & June Warren Hall (WJW)**
    - 101: ongoing restoration; early Spring expected completion
    - 105 (Feldberg): ongoing restoration; early Spring expected completion
    - 600: offline; student study space

- **William C. Warren Hall (WCW)**
    - 1001 (Levien): ongoing roof work; mid-Spring expected completion

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
- The student is a student organization executive board member EMS WebApp access
- If you are a recognized student group and believe you should have an EMS WebApp login credentials but do not have them, please contact Room Reservations

Faculty, Visiting Scholars, and Staff

Columbia Law School Faculty, Visiting Scholars, and Staff may request space if:
- Faculty needs 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 Assistant ("TA") needs space for TA sessions or exam review sessions should be coordinated and requested with the faculty member's assistant
- Teaching fellows with instructors who are adjunct instructors or lecturers in need for space should email the Academic Fellows Program Coordinator
- Staff needs space for 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 officially sponsored by Columbia Law School Development and Alumni Relations
- The 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

External Organizations

Columbia Law School will not be reserving rooms for external organizations in Spring 2026

At the Law School, faculty and student events Spring into one of three categories as outlined below:

a. **Categorizing Events.** Law School events are categorized according to organizers' responses to the questions below:

Criteria	Express	Standard	Special
Will your event require changes to the standard furniture configuration?	No	✓	✓
Will your event require additional AV equipment or support from an AV technician?	No	✓	✓
Will you serve food at your event (either catering or food delivery)?	No	✓	✓
Do you plan to serve alcohol at your event?	No	✓	✓
Will your event have one or more non-affiliate guest speakers attending in person?	No	✓	✓
Do you plan to invite Columbia students from outside the Law School to your event?	No	✓	✓
Do you plan to invite individuals not affiliated with the Law School to your event?	No	✓	✓
Do you plan to invite individuals not affiliated with the University to your event?	No	✓	✓
Do you plan to request the presence of a Public Safety officer or University delegate at your event?	No	No	✓
Do you anticipate any significant disruption during the course of your event?	No	No	✓
Does at least one of your guest speakers plan to be accompanied by government or private security?	No	No	✓
Do you plan to invite members of the media to attend your event in person?	No	No	✓

b. **Advance Notice.** Requests for room reservations must be made in advance, based on the category of the proposed event as outlined below.

Category	Express	Standard	Special
Minimum number of business days' notice required before start of event	3	5	10

c. **Express Event Reservations.** Room reservations for events that meet the "express" criteria may be booked directly via EMS without additional review as long as the request is submitted at least 72 hours (not including weekend days) before the start time of the scheduled event.

Additional Review for Special Events. As described in the University Event Policy, special events are subject to additional review, including, in some cases, by relevant University partners (e.g., Public Safety, Communications and Public Affairs, and University Event Management).

FACULTY AND STAFF PLANNING AN EVENT AT THE LAW SCHOOL

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.

STEP ONE: EMS LOGIN

- Faculty, centers, and staff can login into the EMS WebApp with their UNI credentials
- Student Organizations/Journals please email Room Reservations to request a login credentials

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 (also refer to Page 3 above)

- 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.

The 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, 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 Room Reservations to ensure you request adequate time.

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*.

<u>**STEP FOUR: AUXILIARY SERVICES**</u>

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 Room Reservations at least two weeks before your event. If you anticipate the needs of auxiliary services, please submit your room reservation request a *minimum* of five days 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 Room Reservations who will consult with Building Services and Facilities on your behalf.
  - You cannot move furniture or clean-up after your event per Union contract agreements.

- **Audio Visual/Information Technology Services**
  - If your event requires technological/Zoom and/or AV capabilities (including if a guest requires disability accommodations that would allow the guest to fully participate in an event), please contact Room Reservations and they will contact AV/Information Technology Services on your behalf.
  - If you have external guests on Zoom or in person always ask permission for speakers and guests before you record.

- **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 Room Reservations know as soon as possible, but not less than 10 business days before the event to allow for an event review. When planning events with co-sponsor CU or non-CU organizations, keep in mind the Affirmation of Zero Tolerance statement from the President's Office and carefully review the University's Policy on Partisan Political Activity before planning any action or event sponsored with a political party or candidate.

How Facilities Charges Are Calculated

- In general, the larger and more elaborate your event, the more workers will be required to support the event and the higher the charges will be. The hourly labor and custodial rates are charged per worker per hour as determined by CU Facilities. There are no partial hour charges. To facilitate an estimate, please reach out to Room Reservations

- 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 Columbia University Facilities Operations 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.

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 Room Reservations 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 $84 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.

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 to serve 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 the following:

- 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.

STEP SEVEN: CANCELLATIONS

- Cancellations must be made no less than 72 hours before the room reservation's scheduled setup time by emailing Room Reservations. Failure to cancel the event by

this time will result in a penalty in the amount of any auxiliary fees.

- If classes are canceled, the cancellation <u>must</u> be emailed to <u>Room Reservations</u> as soon as possible in order to make space available around for others to us.

FREQUENTLY ASKED QUESTIONS (FAQs)

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 three things is happening:
  - The date you are requesting is a blackout date. Please refer to the <u>Spring 2026 Blackout Dates</u> in which school-wide programming are scheduled and the <u>EMS WebApp</u> is configured to not receive room reservations.
  - 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.
  - 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 manually type in the time.

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

- Faculty and Staff can login with their UNI credentials via the <u>EMS WebApp</u>
- Student Organizations/Journals can email <u>room_reservations@law.columbia.edu</u> to request login credentials

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.

Can I book Revson Plaza or the Faculty House through the Law School?

- No. Columbia Law School does not manage Revson Plaza or the Faculty House. They are managed by Columbia Event Management at <u>uem@columbia.edu</u> and spaces can be reserved via the <u>EMS WebApp</u>

Can I book a room for the next semester? I'm having a huge event and need to solidify the rooms to share with the caterer?

- No, you must wait until the current semester to request rooms. An email of when EMS will open for the respective semester will circulate.

My EMS log-in is not working

- Please make sure you are logging into the EMS WebApp
- If you are a Law school faculty or staff member, please make sure you are using your UNI and UNI password (same as your CLS-managed desktop login credentials)
- If you are a Law School student and hold a student organization leadership role, please email Room Reservations to troubleshoot your login credentials

Can I have my event at Drapkin or Lenfest?
- No. These spaces are strictly offline for student study and community. You may utilize the space but there is no guaranteed exclusivity and you are not permitted to place signage or keep other students out of the space.

ADDRESSES

Jerome Greene Hall (JLG)
435 West 116th Street
New York, New York 10027

William and June Warren Hall (WJW)
1125 Amsterdam Ave New York, NY 10025

William C. Warren Hall (WAR)
410 West 116th Street
New York, New York 10027

CONTACTS

Room Reservations
room_reservations@law.columbia.edu
212-854-8008

Audio Visual
avrequest@law.columbia.edu
212-854-2400

Building Services
buildingevents@law.columbia.edu
212-854-4477

Student Organizations
studentorganizations@law.columbia.edu
212-854-2395

WEBSITES

EMS WebApp
Room Reservations
Event Planning