POLICY SUMMARY
Space at Columbia Engineering can be reserved by SEAS faculty, staff, and students for school-related activities.

ISSUING AUTHORITY
Office of the Dean

RESPONSIBLE DESIGNEE OR OFFICE
Office of the Dean

WHO IS GOVERNED BY THIS POLICY
SEAS faculty, staff, and students

WHO SHOULD KNOW THIS POLICY
SEAS faculty, staff, and students

POLICY
SIGNAGE/COMMUNICATING EVENT TIME AND DATE
You must post clear signage (8 ½” x 11”) to your event on all entrances to Carleton Commons 24 hours prior to the start of your event. This signage should describe the event, noting the time it is scheduled to begin and when it is scheduled to end (including set-up and cleaning). Please use Painter’s tape or masking tape to post signage. This tape and all signage must be cleanly removed at the conclusion of the event.

OCCUPANCY
There is a 250 person maximum occupancy in all of Carleton Commons for event-related activities. There is a 45 person maximum occupancy in the glass-walled area at the back of Carleton Commons. Please Note: Events approved for all of Carleton Commons will include the glass-walled area. Additionally, if the glass-walled area is reserved, the main area is not available for a separate event. There are no simultaneous reservations.

SETUP, CLEANUP, FOOD, BEVERAGE, LINENS, FURNITURE RE-ARRANGEMENT
All reservations must file a cleanup request with facilities and also contact them with any labor requests in advance of your event. You or someone from your staff must be present at your event setup to ensure all logistics are handled properly. You or someone from your staff must be present at the conclusion of your event to ensure cleanup has or will commence. You or someone from your staff must also be present to ensure that any furniture moved to facilitate your event is or will be restored to the standard Carleton Commons arrangement.

The link below will guide you to the Facilities Request Service page:
http://facilities.columbia.edu/request-service/overview

Questions regarding these services can be discussed with special events/facilities (212) 854-8607.
ESSENTIAL POLICIES
If you are serving alcohol it is your responsibility to adhere to the Columbia University policy, link below:
http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs
Additionally, it is your responsibility to adhere to the Columbia University Event Policy, link below:
http://www.essential-policies.columbia.edu/university-event-policies

SERVICE FEE
Your staff must be onsite for the duration of your event. If, during your event, the Dean’s Office staff is required to notify or is similarly contacted by facilities, students, or any other party of an event-related issue, and consequently, our staff is involved in managing your event in any manner, including supervising attendees, facilities, setup, furniture re-arrangement, or cleanup – before, during, or after your event, your department will be charged a fee for the disruption to the regular business of the Dean’s Office, as described in Chart A.

Chart A:

<table>
<thead>
<tr>
<th>$100.00</th>
<th>Up to 50 attendees at your event.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00</td>
<td>51 to 100 attendees at your event.</td>
</tr>
<tr>
<td>$250.00</td>
<td>101 to 150 attendees at your event.</td>
</tr>
<tr>
<td>$300.00</td>
<td>150 to maximum occupancy at your event.</td>
</tr>
</tbody>
</table>

DAMAGES
Damages to any furniture, floor tiles, carpet, walls, or any other physical feature of Carleton Commons caused as consequence of your event will be documented and charged to your department based on an assessment of actual costs. There will also be an additional charge of $250.00 for the administrative work involved in the Dean’s Office staff handling of this process.

USAGE/RENTAL FEE
There is an hourly usage/rental fee for specific uses of Carleton Commons as shown in Chart B:

<table>
<thead>
<tr>
<th>Internal Use</th>
<th>Type of Event</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAS Student Group</td>
<td>Any Event</td>
<td>$100.00</td>
</tr>
<tr>
<td>SEAS Student Affairs</td>
<td>Any Event</td>
<td>$200.00</td>
</tr>
<tr>
<td>SEAS Faculty/Administration/Departments</td>
<td>Any Event</td>
<td>$200.00</td>
</tr>
<tr>
<td>SEAS Faculty/Administration/Departments</td>
<td>Executive Programs</td>
<td>$200.00</td>
</tr>
<tr>
<td>External Use</td>
<td>Type of Event</td>
<td>Fee</td>
</tr>
<tr>
<td>Other Columbia Schools, Departments, Barnard, Teachers College</td>
<td>Any Event</td>
<td>$700.00</td>
</tr>
<tr>
<td>SEAS and/or Columbia Affiliated Centers/Institutes</td>
<td>Any Event</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal &amp; External Use – Back Room of Carleton Commons</th>
<th>Type of Event</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAS Student Group</td>
<td>Any Event</td>
<td>$50.00</td>
</tr>
<tr>
<td>All Other Groups/Departments</td>
<td>Any Event</td>
<td>$100.00</td>
</tr>
<tr>
<td>Other Columbia Schools, Departments, Barnard, Teachers College</td>
<td>Any Event</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

DATE AND TIME RESTRICTIONS
We recommend that you not reserve Carleton Commons between 8am and 5pm, Monday through Friday, during fall and spring semesters. **We also ask that you limit reservation requests during mid-term and final exam periods, including weekends.** In some cases, exceptions may be made.

Please Note: Carleton Commons is primarily a space designed for SEAS student access/general use.
EXTERNAL USE OF CARLETON COMMONS
During the summer months or during extended Academic breaks, the Dean’s Office may, at its sole discretion, make Carleton Commons available to other Schools within Columbia University/Teachers College/Barnard College. The rental fee for such use will be $500.00 per hour (as shown in Chart A). This rental fee is negotiable in specific situations, at the sole discretion of the Dean’s Office. All other terms outlined above will be in effect for this external rental.

RESERVATIONS
Please call 212-854-2993 to inquire about reservations in Carleton Commons. An Excel form will be sent to you for completion. Where applicable, events will not be approved without Departmental chart-string. The time you reserve must include any scheduled setup and cleanup for your event. You will be notified whether your event has been approved after Dean’s Office review. Every effort will be made to notify you of approval within 7 business days. However, please allow up to 10 business days for a response. Please be aware that placing a reservation doesn’t guarantee approval of that reservation. You must receive an email from the Dean’s Office approving your event. We advise that you keep this in mind before finalizing any of your plans. When appropriate, if your request for use of Carleton Commons is for 45 persons or less, your event may be assigned the use of the glass-walled space at the rear of the room. This will allow the central portion of the space to remain operational and maximize the efficiency of Carleton Commons.

CANCELATIONS
Cancelations not made 10 business days prior to the event are subject to a $250.00 late cancelation fee. If you decide to cancel an event, and we aren’t notified, the payment for that event is subject to the total amount due. After two such incidents users may lose the privilege of reserving space for 10 academic weeks.

Waiver of cancelation charges due to inclement weather or other unforeseen events will be reviewed at the sole discretion of the Dean’s Office.

To cancel room reservations please email the contact below -- your subject line should include in caps: CARLETON COMMONS CANCELATION seasrooms@columbia.edu

IMPORTANT NOTICE:
The SEAS Dean’s Office, at its sole discretion, reserves the right to cancel any pending or approved reservation in order to prioritize the needs of the Engineering School and its students, faculty and staff.