

INNOVATION HUB
2276 12TH AVENUE – FLOOR 02

<p>Overall Amenities: Integrated AV Equipment CUIT Support 24-Hour Guard Shared Pantry Area Receptionist during office hours to direct guests. Telephone: 212-853-3600</p>
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Anita and Stanley Hirsh Conference Room – Room 206		
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Room Amenities		Current Occupancy
Fixed Monitor with camera. In-room telephone.		20 16 chairs at conference table. 4 chairs along the wall.
Hourly Fees		
SEAS Internal Rate	\$100.00	
SEAS Affiliate Rate	\$200.00	
External Rate	\$300.00	

Tang Family Hall (Seminar Room) – Room 202		
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Room Amenities		Current Occupancy
<p>4 - Pan/Tilt/Zoom ceiling mounted cameras. 4 - TV monitors on rolling carts (TVs allow for dual simultaneous displays). 4 - Ceiling mounted microphones. 8 - Hand-held microphones; 16 - Speakers. 2 - Desktop PCs.</p> <p>Wireless display presentation platform can be linked to TV monitors. Mobile tables add flexibility. Flexible screen divider allowing a multi-use option in the room (Section A & B).</p> <p><u>Note:</u> Microphones, TVs, PCs, speakers, and the ceiling cameras are subdivided between Section A & B of the room, when the flex-screen is in use.</p>		120
Hourly Fees		
SEAS Internal Rate	\$200.00	
SEAS Affiliate Rate	\$300.00	
External Rate	\$400.00	

RESERVING ROOMS:

You can reserve either of the rooms via the link below:

<https://www.engineering.columbia.edu/room-reservation>

GENERAL QUESTIONS:

You can call the onsite staff at 212-853-3600 for any general inquiries related to the Innovation Hub.

Or you can email: ca3023@columbia.edu

TECH SUPPORT:

You can schedule a tech tutorial with CUIT for either the Anita and Stanley Hirsh Conference Room or the Tang Family Hall.

Once you confirm with CUIT, they can meet you at the Innovation Hub and demonstrate the available technology in each room.

You can contact CUIT to make these arrangements as follows:

Email: erooms@columbia.edu

Tel: 212-854-3633

FOOD SERVICE / CUSTODIAL CLEANING / LABOR SHOP:

Food Service is permitted in either room. The Innovation Hub is cleaned at the end of each business day. However, if your event requires a special timed cleaning, (for example, breakfast, lunch, or an after-hours meal) your department or organization will be responsible for all facilities cleaning charges related to that event. Clean up requests are always required on weekends.

Special cleanup requests or labor shop requests require advance notice of three business days. Otherwise, the request cannot be fulfilled.

If your cleanup/labor shop request isn't submitted in a timely manner -- you must cancel any food or catering orders you planned to serve at your event.

Additionally, if you decide to cancel an event, it's your responsibility to also cancel any associated cleanup and or labor work requests. Otherwise, you will be charged the full cost for such requests.

FACILITIES REQUESTS (LOCATION INFORMATION):

For facilities requests, please go to the link below:

<https://www.services.cuf.columbia.edu/>

Once you log in, choose the green Event Services Tab.

It directs you to the Service Request Form.

Select the following under **Location Information:**

Campus:

Manhattanville Campus

Location Name:

Manhattanville / 2276 12th Avenue

Floor:

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Room:

206 (Conference Room) or 202 (Seminar Room)

Additional Space Description:

Anita and Stanley Hirsh Conference Room (206) or Tang Family Hall (202)

For facilities questions, please email:

facilities-eventsadmin@columbia.edu

You can also call Events Administration: 212-854-8607

Or you can call the Facilities Services Center directly for non-event related inquiries: 212-854-2222

STERNOS (ELECTRIC ONLY):

If you want to use electric sternos for a catered event in the Innovation Hub, you must send the specs on the specific devices you'd like to use to the event's management team for approval:

Email: facilities-eventsadmin@columbia.edu

FURNITURE:

Additional furniture such as tables and chairs are **not** permitted for events in the Innovation Hub rooms.

Easels and linen are permitted.

If you rearrange any of the tables in the Tang Family Hall, please return them to their original setup at the conclusion of your event.

If you need Facilities support for furniture set-ups, please allow three business days' notice so that staff can be scheduled.

The tables must allow the circulation of movement of people.

The tables must not block or hinder egress from the room exits.

FLEXIBLE SCREEN DIVIDER:

If you make use of the Tang Family Hall flexible screen divider, please restore it to the open position at the conclusion of your event.

HANDOUTS / SIGNAGE:

The tables and rooms must remain litter-free; any handouts, notes, or signage must be disposed of properly.

PLEASE NOTE:

The Innovation Hub is not an appropriate meeting space for semester-long courses. Any reservation made at the Innovation Hub that pertains to a one-off course-related event or activity (e.g. design challenge, hackathon, guest speaker, or exam), must be designated as an event. The reservation will be charged the applicable rental fee.