

Colgate University Events Management System Policies and Scheduling Priorities/Guidelines

Policies:

- 1) Schedulers will agree among/between themselves who will provide backup coverage when a scheduler is out of office.
- 2) When making a reservation, the requester is responsible for contacting ancillary services (AV Event Support, Campus Safety, Dining Services, Facilities, etc.) for the event as needed.
- 3) For room capacity, the number of actual seats in the facility (not to exceed the established legal limit) will be entered.
- 4) Room requests with bookings for multiple buildings: Scheduler receiving request will “accept/confirm” the reservation for their spaces only.
- 5) Multiple reservations for same event: Requesters should be instructed to add associated events under original reservation number as new bookings.
- 6) Procedure for “change of classrooms”
 - *The department AA should not make a web request, but instead only find out if there is available space in the room they would like to move the course into. Then they should telephone or email the Division AA and have the Division AA do the "Room Change" through the client by using Tools...Wizard. Therefore there is no need to "Cancel" anything. The Division AA and the Department AA can decide who will contact the Registrar Office AFTER room changes have been decided. If the Division AA is not on campus AND the change will be within 24 hours, then department AA can temporarily reserve a room for the next day through EMS until the Division AA can approve the change. No room changes are to be submitted to the Registrar's office until confirmed and approved by the Division office.*
 - *When a classroom change is performed through CLIENT, the scheduler should choose the “search for rooms” option and click on the “conflict” tab to check availability.*

Scheduling Priorities & Guidelines:

NOTE: Furniture in academic classrooms CANNOT be removed. Please call a scheduler if you need assistance finding a space that accommodates your needs.

Academic Quad:

Cannot disrupt classes that are in session

Must not conflict with events at the Chapel or scheduled religious events

ALANA Cultural Center:

- 1) Program/general use
- 2) First come, first served basis
- 3) ALANA Lounge – lounge can not be reserved via EMS. Event host must contact scheduler for more information
- 4) When reserving meeting rooms in ALANA, scheduler will be responsible for setup, teardown, and cleanup. B&G can be contacted for assistance when needed with extra cost.
- 5) A \$50 or more fee will be charged to any group or department that does not clean facility properly after use

Alumni & Persson Halls:

- 1) Academic class
 - a. Consideration given to size of enrollment and room capacity
 - b. Consideration given to need for specific type of room features (e.g., computers)
 - c. Consideration given to department proximity
 - d. Consideration given to administrative, faculty, and student hierarchy
- 2) Other academic use (e.g., exams during finals week)
- 3) Program use
- 4) Other general use (first come, first served)

Athletics:

- 1) Athletic Department has first priority

Notes:

- 1) Any set up is the responsibility of the meeting Host

Benton Hall:

Seminar Room #200

Can be reserved through EMS up to 24 hours in advance. Please call 315-228-7380 or see front desk to schedule for last minute requests.

Career Commons #213

Can be reserved through EMS up to 24 hours in advance. Please call 315-228-7380 or see front desk to schedule for last minute requests.

The typical set up is a closed square that accommodates 55 people. If you need a different layout (e.g. rows, banquet tables) please see images and notify Facilities with what layout you would like.

Interview Rooms #103 (A, B, C, D, E)

- 1) Non-reservable via EMS
- 2) Please call 315-228-7380 or see front desk to schedule an interview room
- 3) Preference to students and employers
- 4) Please bring own computer equipment, none provided
- 5) Phones are provided

Brehmer Theater:

- 1) Academic class
- 2) Theater programming
- 3) Any Group

Bryan Hall Complex (Hancock Commons):

All requests should be EMAILED to the fellow, Timothy Howard (thoward1@colgate.edu) who will consult with the faculty before approving the use of a space.

Case Library and Geyer Center for Information Technology:

<http://cul.colgate.edu/content/facility-use-policy>

JC Colgate Hall:

Clark Room

- 1) President's Office, Dean's Office and Administrative Services Office have priority
- 2) Program/general use (first come, first served)

Hall of Presidents

- 1) President's Office, Dean's Office and Administrative Services Office have priority
- 2) Program/general use (first come, first served)

Notes:

- 6) Room reservations must be made through EMS or by following above guidelines

- 7) Event host is responsible for arranging all services such as Media Services, Campus Safety, B & G, or unlocking arrangements through the library circ desk
- 8) Area should be left clean and ready for another group use.
- 9) No tape or other posters can be attached to the walls in order to preserve the paint.
- 10) Please ensure that guests do not stand on the tables or chairs. The event host will be responsible for any damage to the tables or chairs due to improper use.

Curtis and Drake Halls (Cicccone Commons)

- 1) Academic classes or activities have priority
- 2) Events included in official Commons programming (includes weekly dinners and CL programming)
- 3) Use by residents of the Commons
- 4) General programming open to residents of the Commons

Notes:

The set-up of rooms can be rearranged, and additional seating can be brought in by contacting the scheduler.

Dana Arts Center:

Room 122

Use of this room is restricted to faculty use only and is nonreservable via EMS

East Hall:

- 1) Women's Studies
- 2) Other general use (first come, first served)

Ho Science Center:

- **Atrium Area – Cunniff Commons and Lobby**

This is an academic area and is not designed for general use events.

Student-organization sponsored events must have a faculty or staff member

present for the duration of the scheduled event, including set up and clean up.

When classes are in session, events are not permitted to be scheduled between the hours of 8:00am and 4:00pm, Monday through Friday (this includes set-up time). All scheduled weekday and weekend events must be concluded by 8:00pm.

During finals week, including all examination and review days, the atrium is not available for events.

When classes are not in session, atrium is available for events during normal building hours (for times, check with Campus Safety). Again, all scheduled events must be concluded by 8:00pm.

If atrium furniture must be moved for your event, or if additional tables and chairs are required, a work order must be placed with Facilities (bg@colgate.edu), and confirmed, before use of the atrium is approved. **Movement of existing furniture in this space should be limited as much as possible and must remain in this area due to lack of alternative storage space.**

Allowable seating capacities:

150 Maximum - for lecture-style seating, poster session, and social events such as receptions where tables and chairs are not required;

60 Maximum – no more than six tables with ten chairs per table can be brought in for seated (buffet) dinners and receptions where tables and chairs are required. With use of existing tables and chairs in that space, the maximum seating capacity is 86.

MEALS - only catered buffet-style meals can be served; plated/seated dinners cannot be accommodated. ****THERE IS NO AVAILABILITY FOR CATERING PREP-SPACE, SO ALL CATERING MUST BE BROUGHT IN READY TO SERVE****

If the trees in the Atrium are to be moved for events, they must be moved by lifting the base - not the neck of the tree.

For questions concerning the scheduling and appropriateness of Cunniff Commons and Lobby for events, please call or email Diane Janney [x7226] (djanney@colgate.edu)

- **Ho 101 – Meyerhoff Auditorium**

1. First consideration given to large classes for Physics, Geology and Geography and then consideration to occupants of building (including Biology & ENST).
2. If refreshment setup is required, the lower lobby area will be linked with reservations for auditorium.

- **GIS Lab (203) and GIS Research/Computer Lab (213)**

1. Not requestable via virtual EMS – requestor must contact Geography Department Chair and Myongsun Kong for permission.
2. Will consider requests from instructors who have occasional need for the particular features of the lab.

- **Seminar Rooms (217 and 429)**

1. Consideration given to occupants of building.
2. Other general use (first-come, first-served).

- **40-seat classroom (238)**

1. Consideration given to departments within building.
2. Other general use (first-come, first-served).
3. If room set-up is changed to accommodate a meeting, please return tables and chairs to original configuration when meeting is over.

- **Classrooms (326 and 328)**

1. Consideration given to departments within building.
2. Other general use (first-come, first-served).

- **Faculty Conference Room (332)**

1. Not requestable via virtual EMS – must call scheduler to reserve
2. Faculty and Administrative use ONLY
3. May not be used as classroom
4. May not be scheduled by students or student organizations

- **Visualization Lab (401)**

This room will work well for lecture-type or PowerPoint presentations for most, but not all, seats. Projector is in middle of room and will block front of the room for approximately 7 seats behind the projector.

Vis Lab is not ideal for discussions due to lighting and projector placement which would divide the space into two sections.

1. Not requestable via virtual EMS -- to reserve this space people should contact Joe Eakin or Kiko Galvez and view the space to see if it fits their needs.
2. NO FOOD ALLOWED.
3. For refreshments and/or reception, the 3rd floor lobby area will be linked with reservations for visualization lab.

Lathrop:

1. Academic class (first priority to faculty within Lathrop Hall; second priority to other faculty)
 - a. Consideration given to size of enrollment and room capacity
 - b. Consideration given to need for specific type of room features (e.g., computers)
 - c. Consideration given to department proximity
 - d. Consideration given to administrative, faculty, and student hierarchy
2. Other academic use (e.g., exams during finals week)
3. Other general use (first come, first served)

Exceptions:

Lathrop 107 - Staff, department and committee meetings have priority

Lathrop 202– needs of University Studies Division and Writing & Rhetoric Program to be accommodated first when possible with additional preference to small language classes

Lathrop 207 – these rooms are designated for NASC (Chemistry) use in the morning and for ENGL with priority to Living Writers in the afternoon and evening with additional preference for UNST and Writing and Rhetoric

Lathrop 210 – this room is designated for Writing and Rhetoric Program Lab use only and is to be scheduled at the discretion of the Writing and Rhetoric Program to all others

Lathrop 212 – needs of University Studies Division and Writing & Rhetoric Program to be accommodated first when possible

Lathrop 308 – needs of Department of English to be accommodated first when possible

Lathrop 310– needs of Department of English to be accommodated first when possible

Lathrop 314 – needs of Department of English to be accommodated first when possible

Lathrop 408 – needs of Department of English to be accommodated first when possible

Lathrop 410 – needs of Department of English to be accommodated first when possible

Lawrence Hall:

- 1) Academic class (first priority to Faculty in Lawrence Hall; second priority to other Humanities Division Faculty; third priority to Faculty outside of the Humanities Division)
 - a. Consideration given to size of enrollment and room capacity
 - b. Consideration given to need for specific type of room features (e.g., computers)
 - c. Consideration given to department proximity
 - d. Consideration given to administrative, faculty, and student hierarchy
- 2) Other Academic use (e.g., exams during finals week)
- 3) Administrative Office use
- 4) Student groups (Humanities first priority)
- 5) Student clubs (Humanities first priority)
- 6) Other general use (first come, first served)

Exceptions:

Centers – The Centers are not to be reserved for classes without approval from the Department Chair.

Little Hall 114, 201, 207:

- 1) Academic Class
 - a. Consideration given to size of enrollment and room capacity
 - b. Consideration given to need for specific type of room features (e.g., computers)
 - c. Consideration given to department proximity
 - d. Consideration given to administrative, faculty, and student hierarchy
- 2) Other academic use (e.g., exams during finals week)
- 3) Program use
- 4) Other general use (first come, first served)

Little 105, Golden Auditorium

1. All users of Golden Auditorium must reserve it using EMS system.
2. Student Organizations that are not affiliated directly with an Academic Department, Program or Administrative Office may not reserve the space.
3. Academic, Athletic, Program and Administrative offices may reserve the space, with the understanding that if the audience is exclusively in-house and does not require cinematic quality projection they will be urged to find less technologically sensitive projection facilities. When such reservations are made, organizations must book media services-trained projection assistance or identify an individual from their staff/program, who is on the media services-trained list of users and who will be responsible for projection as well

as for turning off the equipment. No reservations will be made unless an individual on the “trained” list is specified or evidence of a media services projectionist booking is forthcoming.

4. Refreshment tables must be set up in the 1st Floor Lobby area outside of Golden Auditorium. A work order for setup and clean up after the event must be submitted to Buildings and Grounds.
5. The data projection controls at the Golden Auditorium lectern as well as in the projection booth will be password protected. That password will be reset each year in early August, to assure that all those on the “trained” list reacquaint themselves with the controls and master any modifications resulting from equipment upgrades.
6. No reservations will be entered until the semester’s class schedules have been uploaded.

McGregory, Olin & Wynn Halls:

- 1) Academic class
 - a) Consideration given to size of enrollment and room capacity
 - b) Consideration given to need for specific type of room features (e.g., computers)
 - c) Consideration given to department proximity
 - d) Consideration given to administrative, faculty, and student hierarchy
- 2) Other academic use (e.g., exams during finals week)
- 3) Other general use (first come, first served)

Exceptions:

McGregory 210: NOT RESERVABLE/REQUESTABLE – this room is designated for Mathematics use only and is to be scheduled at the discretion of the Mathematics Department.

McGregory 312 and 320: NOT RESERVABLE/REQUESTABLE – these rooms are designated for Computer Science use only and are to be scheduled at the discretion of the Computer Science Department.

Center for International Programs Policies:

McGregory 101A - Conference Room:

- Priority will be given to events sponsored by Off Campus Study, the Lampert Institute, academic programming and staff meetings. This is not

designed for student events (unless it is booked alongside the lounge/kitchen area). Please refer to the policies associated with the CIP lounge/kitchen. **NOT A SPACE FOR CLASSROOM USE.**

- Seating capacity is a maximum of 24 people. The configurations of tables and chairs in the conference can be rearranged but must be returned to their original configuration after the event. The tables should not be removed from the conference room due to lack of storage.
- **If you plan to have the large folding doors open in the conference room, 101A, please request the assistance of a staff member in the Center for International Programs Office. If your event is after office hours, please request to have them opened prior to your event.**

McGregory 101 - Lounge/Kitchen:

- The lounge and kitchen is available for general use. However, student sponsored events must have a faculty or staff member present for the duration of the scheduled event, including set-up and clean-up.
 - There is limited weeknight or weekend availability. Contact Shelley Wyman for reserving the space after 4:30pm during the weekdays and on the weekends.
 - When reserving the CIP lounge, the scheduler will be responsible for setup, teardown, and cleanup. B&G can be contacted for assistance when needed at an additional charge. Movement of existing furniture within the space should be limited as much as possible and all furniture must remain in the space due to lack of storage.
 - Furniture cannot be removed from the Center. It can be rearranged but must be returned to its original configuration after each use. No additional tables or chairs should be brought into the space without approval from Shelley Wyman. The kitchen and island is well-suited for buffet-style food service. If tables are required, the scheduler should reserve the CIP conference room as well.
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- A fee of \$100 or more will be charged to any group or department that does not clean the facility properly after use and return furniture to its original configuration.
 - Capacities:
 - Seating capacity is 20 maximum in the lounge with use of existing sofas and chairs in the lounge/kitchen.

- Seating capacity is 50 maximum in the lounge with use of existing tables and chairs in the lounge and conference room. (The conference room should be reserved as well.)
- Standing capacity – 100 maximum for events such as receptions where tables and chairs are not required.
- With events in the lounge with more than 10 people, both the lounge and conference room should be reserved at the same time to avoid noise disruptions. (There is only a glass wall that separates the two spaces.)
- Groups are welcome to use the kitchen: there is a double-oven, full-sized refrigerator, dishwasher and small appliances (toaster, griddle, crock pot). Note: there is NOT a stovetop. The dishes, service items and appliances must not leave the space. (There are 24 place settings available for usage, along with typical food preparation materials.) Groups will be charged for any missing or damaged items. They also must be returned to their original location, and must be clean. Failure to clean the kitchen space will result in being denied access to the space in the future. Also, any food used in the preparation must be supplied by the group and must not be left in the space after the event. All food brought into the space must be removed from the space immediately after the event.
- The use of the 84” flat screen monitor is only allowed if CIP or ITS staff assist.
- **If you plan to have the large folding doors open in the conference room, 101A, please request the assistance of a staff member in the Center for International Programs Office. If your event is after office hours, please request to have them opened prior to your event.**

For questions concerning the scheduling and appropriateness of the Center for International Programs for events, please call or email Shelley Wyman x7216, mwyman@colgate.edu

Memorial Chapel:

Garden Level

- 1) Priority is for religious or music events
 - a) Not scheduled during working hours (disruptive to chaplains)
 - b) Assure that work order is in place for clean up after event
 - c) Abuse of space will result in loss of privilege to host another function

Chapel Kitchen

In booking the Colgate Chapel Kitchen, you also agree to respect the space by cleaning up afterwards and returning all borrowed items

Main Chapel

- 1) Worship services & regular All-University Convocations (classic times are automatically scheduled, e.g., Sunday worships, Ash Wednesday, Maundy Thursday, Christmas)
- 2) Extraordinary services, such as an unexpected memorial service, are to be accommodated subject to consultation between Music Department and Chaplains' office
- 3) Formal concerts (Music Dept and other)
- 4) Music Department rehearsals (primarily large organizations)
- 5) All-University lectures
- 6) Other University classes uniquely requiring the Chapel
- 7) Private instruction – organ
- 8) Other practice – such as organ, piano, string groups, wind ensemble, and student-led groups

Notes:

- 1) The responsibility of the University for barring activities in the building found to be basically inappropriate is to be exercised by the University Chaplain in consultation with all interested parties
- 2) Any organization using the Chapel is responsible for the security and properties of the Chapel during said usage
- 3) Events with an anticipated attendance of more than 100 require a work order for clean-up after the event and a Campus Safety officer to be in attendance
- 4) "Outside" groups or individuals are not allowed to use the Chapel while Colgate is in session
 1. Exceptions are occasionally made to this policy, after discussion with all concerned parties
 2. A fee equivalent to 6 B&G OT hours is due 3 weeks before the event

Merrill House:

- 1) Faculty, staff, and groups are permitted to use dining areas for university-related meetings & functions
 - a) Access to kitchen cooking facilities and equipment allowed only when professional caterer is used – *Please contact Chartwells to unlock the kitchen when using an outside caterer. Facilities Department only unlocks the building, and does not provide unlock services for the kitchen.*
 - b) Dining area must be cleared of all linen and china after event and tables must be wiped down
 - c) Trash and recycling items must be placed in appropriate area for pick up

O'Connor Campus Center:

- 1) President's Office, Dean's Office and Administrative Services Office have priority over student group functions

Palace Theater:

Palace Theater is not reservable via EMS. Event scheduler must contact the Palace manager directly.

Residential Quad:

Cannot disrupt classes that are in session

Must not conflict with events at the Chapel or scheduled religious events

Ryan Studio (209, 210, 211, 212):

- 1) Courses (Theater, Music, Phys. Ed., High School Seminar)
- 2) Course labs
- 3) Theater Program rehearsals
- 4) Masques and Triangle (Theater rehearsals)
- 5) Dance rehearsals
- 6) Other general use

Shaw Wellness Center (113 Broad):

Conference Room:

The Shaw Conference Room can accommodate 15 people. In booking the space, you are committed to staying within the fire code.

Building Security: For meetings held after office hours, leaders must contact Campus Safety to arrive and unlock doors at the scheduled start. Team leaders agree to call Campus Safety at the end of each meeting and will remain at Shaw until the doors are locked.

Space Management: Leaders are responsible for any damages or missing equipment, including furniture, supplies and/or decorative items. The leaders of the group are in charge of ensuring space is put back in order after each meeting:

- All trash and supplies will be picked up and put into appropriate receptacles.
- All perishable food that is brought in will be disposed of in the bin outside lounge doors.
- All chairs, cushions, bean bags will be put back in order.
- White boards will be wiped down at the end of each meeting.
- All electronics (audio/visual equipment) will be turned off, projector screen retracted.

Use of Supplies: If craft supplies are needed, requests should be made 24 hours in advance. Supply closets and cabinets are off limits, otherwise. Shaw may have snacks out during your meeting. Please limit to one per attendee. Please also note that books within library must be checked out within office hours, but you are welcome to read while in the space.

Confidentiality: The group leaders are responsible for ensuring that no group members venture into other rooms, with the exception of the bathroom, after office hours. Meetings are to be kept to the reserved room.

Kitchen: The kitchen may not be used unless the group is given special written permission in advance. If permission is granted, the kitchen should be cleaned and put back to how it was found. All perishable food/trash must be contained and transferred to the trash bin outside of Lounge doors.

Lounge:

The Shaw Lounge area can accommodate 25 people. In booking the space, you are committed to staying within the fire code.

Building Security: For meetings held after office hours, leaders must contact Campus Safety to arrive and unlock doors at the scheduled start. Team leaders agree to call Campus Safety at the end of each meeting and will remain at Shaw until the doors are locked.

Space Management: Leaders are responsible for any damages or missing equipment, including furniture, supplies and/or decorative items. The leaders of the group are in charge of ensuring space is put back in order after each meeting:

- All trash and supplies will be picked up and put into appropriate receptacles.
- All perishable food that is brought in will be disposed of in the bin outside lounge doors.
- All chairs, cushions, bean bags will be put back in order.
- White boards will be wiped down at the end of each meeting.
- All electronics (audio/visual equipment) will be turned off, projector screen retracted.

Use of Supplies: If craft supplies are needed, requests should be made 24 hours in advance. Supply closets and cabinets are off limits, otherwise. Shaw may have snacks out during your meeting. Please limit to one per attendee. Please also note that books within library must be checked out within office hours, but you are welcome to read while in the space.

Confidentiality: The group leaders are responsible for ensuring that no group members venture into other rooms, with the exception of the bathroom, after office hours. Meetings are to be kept to the reserved room.

Kitchen: The kitchen may not be used unless the group is given special written permission in advance. If permission is granted, the kitchen should be cleaned and put back to how it was found. All perishable food/trash must be contained and transferred to the trash bin outside of Lounge doors.

General Information:

Web access:

Point your web browser to <http://ems.colgate.edu> and login with your Colgate network username (e.g., colgate\myusername) and password.