

STUDENT DEVELOPMENT AND ACTIVITIES (SDA)  
THE OFFICE OF MULTICULTURAL AFFAIRS (OMA)

ABC STUDENT ORGANIZATIONS

FACTFILES

A GUIDE TO RESOURCES FOR STUDENT ORGANIZATIONS





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# ADVISING OFFICES

## COMMUNITY DEVELOPMENT

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### THE COMMUNITY DEVELOPMENT TEAM

The Community Development team works to foster a vibrant and welcoming undergraduate community through organizational advising, leadership development, advocacy, diversity education and community programming. The team includes the Office Residential Programs, Student Development and Activities, the Office of Student Group Advising, the Office of Multicultural Affairs, and Judicial Affairs.

The Community Development team works with student organizations to provide them with a seamless *advising* experience and support for their organizational goals. The team also works to build the skills of students in leadership and civic engagement. In addition, the Division of Student Affairs financial services staff provides support and advising to organization treasurers and governing bodies in managing funds by providing monthly account statements, treasurers' newsletters and other services.

## STUDENT DEVELOPMENT AND ACTIVITIES

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### OFFICE OF STUDENT DEVELOPMENT AND ACTIVITIES

Student Development and Activities works to enhance the educational experience of Columbia College and Fu Foundation School of Engineering and Applied Science students by fostering a dynamic and enriching University community, supporting responsible student governance and co-curricular activities, and assisting students in their development as individuals, community members, and leaders. The office is committed to building a community that celebrates and respects the diversity of its members and to developing programs within Alfred Lerner Hall, which advance these values.

Student Development and Activities is particularly mindful of the centrality of academic programs at Columbia, and seeks to help students successfully integrate co-curricular activities into their overall educational goals. Whenever possible, Student Development and Activities provides additional programs and services to support other programs and goals of the University.



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## OFFICE OF MULTICULTURAL AFFAIRS

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### THE OFFICE OF MULTICULTURAL AFFAIRS (OMA)

The Office of Multicultural Affairs (OMA) aims to promote an inclusive University climate by raising awareness of and appreciation of multicultural similarities and differences. The Office is committed to enhancing the richly diverse fabric of the Columbia community through its efforts to act as a resource, organize and support intercultural and community programs, provide diversity education and training and advocate for all students on multicultural issues. Additionally, the OMA advises all cultural student organizations and cultural Heritage months that fall under the ABC umbrella.

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## ADVISORS EXPECTATIONS

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- Clearly communicate University policies, procedures, and structures.
- Clearly identify your role and expectations as an advisor with the student group. Communicate services that Student Development and Activities and the Office of Multicultural Affairs provide.
- Facilitate communication with other university resources and key staff members that can also assist student organizations.
- Share responsibility for building the relationship with the student group.
- Foster environments in which students feel respected and valued, and convey concern for their welfare.
- When appropriate, assist the group in communicating with key stakeholders, both administrative offices and other student groups.
- Assess what level of advising function is necessary for each particular group or program.
- Assess institutional impact of events/services and communicate appropriate information to supervisor.
- Utilize knowledge of the group process and basic student development theories to assist guiding the student organizations.

## WHEN TO VISIT YOUR ADVISOR

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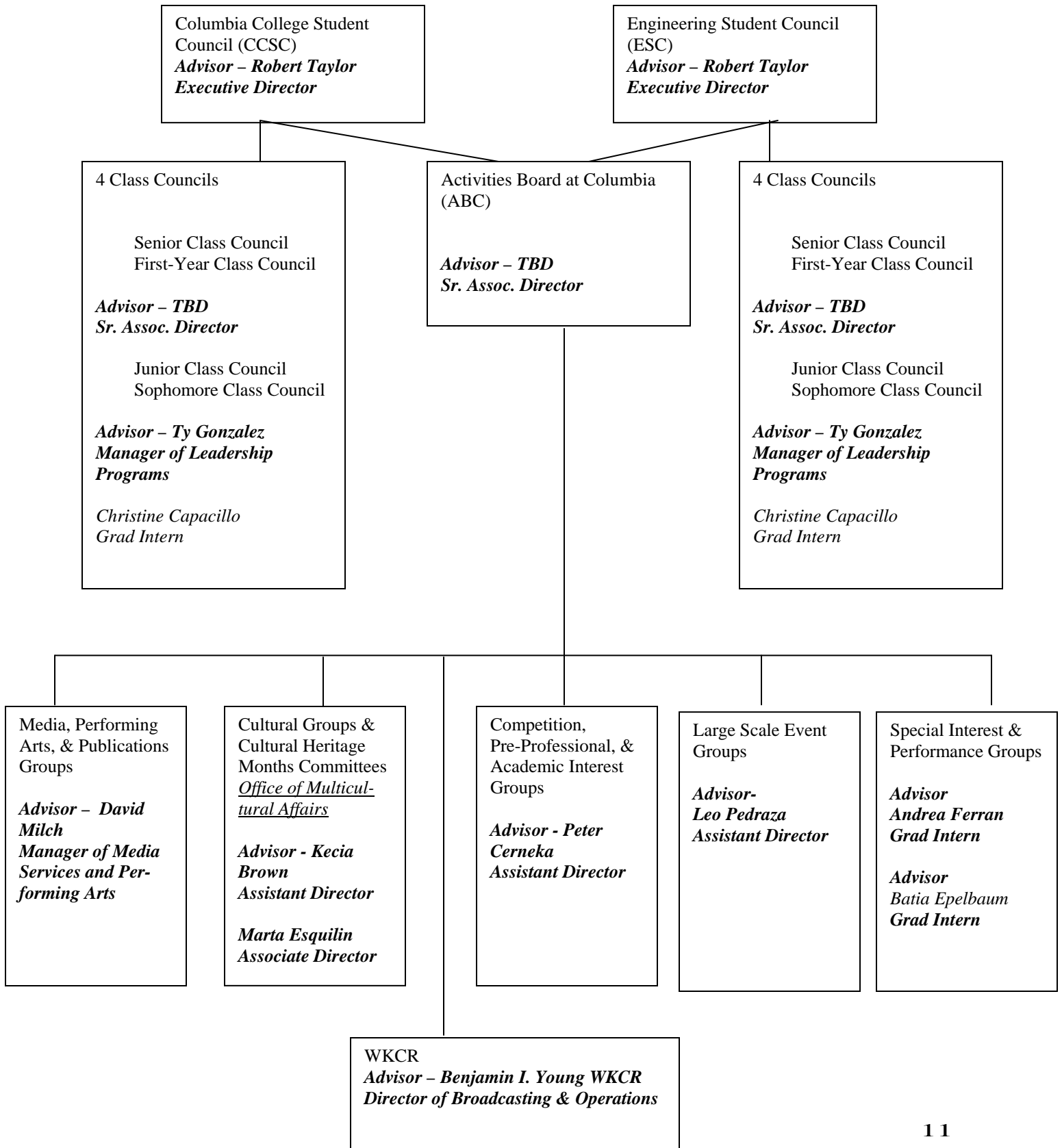
*Still wondering about when to visit SDA or OMA? Come see your advisor when:*

- You are trying to plan an event
- You have questions about your organization's budget allocation
- You are having difficulty navigating Columbia system or are unsure of the rules
- You are planning an event where alcohol may be served
- Your organization wants to rent a car
- You are handling large sums of money for your organization
- You are planning a big event that requires participants to sign contracts
- You want to celebrate a successful event
- Your group is experiencing internal conflict and requires help from an outside party
- You are experiencing a conflict within your group and are looking for assistance with mediation or simply someone to discuss your concerns with

\*When in doubt, we encourage you to drop by to see your advisor or, at the very least, send him or her email.

# ADVISING STRUCTURE FLOW CHART FOR ABC & CLASS COUNCILS

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# STUDENT GOVERNANCE

## STUDENT COUNCILS AND GOVERNING BOARDS

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**Columbia College Student Council:** <http://www.columbia.edu/cu/ccsc/>

The Columbia College Student Council is elected by students of Columbia College to serve as their primary representative, advocate, and liaison to the Columbia University community, including its administration, faculty, alumni and students, as well as to the public. The CCSC is charged with gathering and expressing student opinion, actively representing student views, appropriately addressing student concerns, ensuring that college students are fully apprised of all information of impact to their undergraduate experience, responsibly and equitably distributing student activity fees, and working with other student groups to program college wide events designed to foster cohesiveness within the entire undergraduate population.

**Engineering Student Council:** <http://esc.cuengineering.com/>

The Engineering Student Council is elected by students of the Fu Foundation School of Engineering and Applied Science. The Engineering Student Council strives to represent the interests of the Engineering Students and that of the University as a whole, to improve student life, responsibly and equitably distribute student activity fees and to foster communication amongst students, faculty and administrators, and alumni throughout Columbia University.

**General Studies Student Council:** <http://www.columbia.edu/cu/gssc/>

The General Studies Student Council represents the diverse undergraduate population of the School of General Studies by pursuing academic, political, social and administrative initiatives of interest to the student body and acts as a liaison between the student body and the General Studies administration, the larger university community and other individuals and organizations.

**Activities Board at Columbia:** [www.columbia.edu/cu/abc/](http://www.columbia.edu/cu/abc/)

The ABC is part of Columbia's student government that is responsible for funding over 160 student groups on campus. ABC organizations have a broad range of functions that include: pre-professional, academic, competition, cultural, special interest, performance, publication, media, performing arts and large scale events. The ABC board oversees and provides support to its student organizations and operates under the Student Development and Activities office.

**Club Sports Governing Board:** <http://www.columbia.edu/cu/cs gb/>

The Club Sports Governing Board oversees approximately 40 clubs that are organized on recreational, instructional and competitive levels, and have activities ranging from informal play to regular practice or instruction, to intercollegiate and tournament competition. The Club Sports Governing Board is overseen by the Club Sports Office, Columbia Athletics.

**Community Impact:** [www.columbia.edu/cu/ci](http://www.columbia.edu/cu/ci)

Community Impact is an independent nonprofit organization dedicated to serving disadvantaged people in the Harlem, Washington Heights, and Morningside Heights communities. Community Impact strives to provide high quality programs, advance the public good, and foster meaningful volunteer opportunities for students, faculty, and staff of Columbia University. CI provides food, clothing, shelter, education, job training, and companionship for residents in its surrounding communities. CI consists of a dedicated corps of more than 950 Columbia University student volunteers participating in 25 community service programs, which serve more than 16,000 people each year. Community Impact has partnerships with more than 100 community organizations and agencies who do service work in the Harlem, Washington Heights, and

Morningside Heights communities, including service organizations, social service offices, religious institutions, senior centers and schools. Many of these organizations refer their clients to Community Impact's programs and work collaboratively to positively influence residents' lives.

**InterGreek Council:** [www.columbia.edu/cu/igc/](http://www.columbia.edu/cu/igc/)

The purpose of the Intergreek Council is to serve as a governing body for all fraternities, sororities, and co-ed societies at Columbia University, to promote the interest of the chapters represented and of the Greek system, to ensure cooperation among the fraternities, sororities, and co-ed societies of Columbia University and to promote Intergreek programs that are educational, social, athletic, and community service oriented. The Intergreek Council operates under the Office of Residential Programs

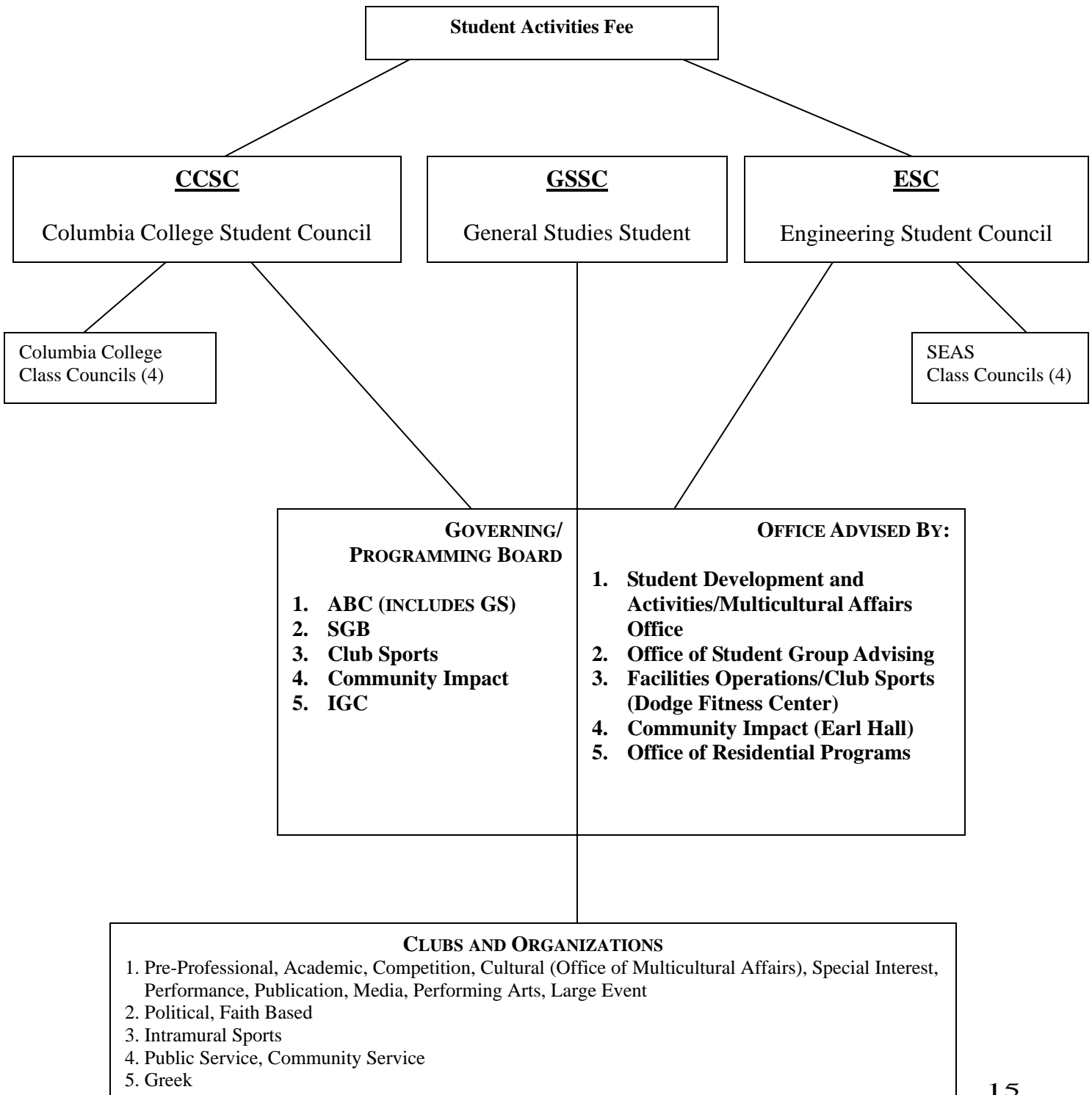
**Student Governing Board:** [www.columbia.edu/cu/sgb/](http://www.columbia.edu/cu/sgb/)

The SGB represents and serves the needs of Columbia University student organizations whose concerns are religious, spiritual, political, ideological and activist in nature. The SGB is dedicated to the principle of community self-government, and believes that students' needs are best evoked, defined and articulated by the students themselves. The Student Governing Board with the help of the Earl Hall Administration oversees and provides support to its student organizations.

# STUDENT GOVERNANCE FLOW CHART

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## FUNDING FLOW CHART



ACTIVITIES  
BOARD AT  
COLUMBIA  
(ABC)



## ACTIVITIES BOARD AT COLUMBIA OVERVIEW

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### ABC OVERVIEW

The ABC is a part of Columbia's student government that is responsible for funding over 160 student groups here on campus. The ABC is one of five governing boards that operate under the student councils. ABC groups have a broad range of functions that include: pre-professional, academic, competition, cultural, special interest, performance, publication, media, performing arts and large scale events. The ABC is not responsible for any recognized group that falls under the following categories: social, political, religious, community service oriented, sports team, honorary society, or fraternal organization. The ABC operates under the Office of Student Development and Activities, who provides advising and resources and manages all ABC accounts.

In addition to granting money, the ABC also determines which student groups can have access to the resources granted to groups by the Office of Student Development and Activities (SDA) and by the Lerner Hall administration. The administration provides ABC groups access to space in Lerner (and other buildings), a mailbox, storage closets in the Student Activities area (on Lerner 5), an account, and permits official use of the "Columbia" name.

The ABC also serves the following four purposes:

1. Recommendations for recognition to Student Development and Activities;
2. Initial funding and approval of expenditures of those groups recognized, with the exception of the undergraduate councils;
3. Determining funding and policy guidelines for Student Development and Activities recognized organizations, with the exception of the undergraduate councils;
4. Empanelling a Judiciary Committee to enforce above guidelines.

## ACTIVITIES BOARD AT COLUMBIA GUIDELINES

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### Guidelines:

*Below are our guidelines. Please read and review them and stick to them as much as possible when proposing events. As we will use these guidelines to judge your allocations, it is critical that all groups utilize these guidelines.*

The guidelines are as follows:

#### **Determining Initial Allocation for New Groups**

CATEGORY A groups are eligible for up to \$250 of funding per semester

CATEGORY B groups are eligible to submit Budget Requests of any sum.

#### **Debt**

If the debt is less than or equal to one-third of the group's initial allocation by the ABC, then that group's initial allocation will be reduced by the entirety of the debt as the group's debt payment.

If the debt is more than one-third of the group's initial allocation by the ABC, then that group's initial allocation will be reduced by one-third, with that one-third reduction being applied as a debt payment.

#### **Conferences / Tournaments / Trips**

For a Columbia team as visitors:

The ABC (within reason) will subsidize registration fees.

**At most 50% of all transportation and lodging expenses will be subsidized.**

All groups must display registration, travel, reasonable lodging quotes and documentation from sponsoring institution regarding fees and/or associated costs while submitting their EAF

For a Columbia team as host:

ABC groups holding conferences or tournaments must have a registration list with the names of all the participants and teams available two business days before the start of the event

Registration fees will only be accepted by check unless otherwise approved by SDA

Refunds will be given in check unless otherwise approved by SDA

### **Policies regarding the History/Heritage Months**

History/Heritage Months will follow all guidelines specified for SDA recognized groups.

Once the History/Heritage Month has ended, the Month's SGO account will be closed for co-sponsorships of other events. Leftover funds will only be available to cover open commitments.

Heritage Months are required to submit a program summary once the month has ended.

**Heritage months shall submit EAFs to their ABC representative on a weekly basis by the Friday (11:59 pm) prior to that week. EAFs should clearly detail all the week's events and expenses.**

*Effective Feb 2006, weekly-EAFs for Heritage Month are implemented on a trial basis; a final decision on this will be made at the end of Spring 2006*

### **Policies on Non-CU and Non-CU Undergraduate Guests**

The admission prices for non-CU students and non-CU undergraduates should reflect the per-capita net costs of their participation in the programming open to them.

### **Publications**

All publications should come out at least one week before the last day of the academic year.

All publications must pay for at least 1/4 of their total costs for putting out an issue.

**All publications must publish at least one issue per year or they risk de-recognition. Exceptions to this clause may be granted if 4/5th majority of the ABC Board members vote in favor of the exceptions.**

### **T-shirts & Uniforms**

The ABC will NOT fund T-shirts (groups can use their revenue).

If a clothing item is to be passed on from year to year, it will be considered equipment and is fundable.

### **Summer Programming**

No part of the Student Activities Fee can be used for summer events

Reimbursements will not normally be granted for summer activities, but may be considered on a case by case basis.

### **Winter Programming**

There will be no programming over Winter Break except on a case-by-case basis

Groups that want to have programming over Winter Break must inform their representative before the end of fall semester

ABC representatives who oversee groups with winter programming will have a three day window to approve EAFs

### **Speakers**

The ABC will subsidize a speaker's honorarium and associated costs within reason

### **Contests and Tournaments**

All awards for contests and tournaments should be paid for from the profits generated by said event.

### **Catering/Sit Down Dinners**

When submitting a food budget for banquets or dinners, at least three estimates must be provided.

The maximum expenditure for catered meals is \$5/person.

## **Parties and Charity events**

**Groups must break even on parties and charity events (i.e., revenues must be equal to or greater than expenses)**

## **Study Breaks & Flyers**

\$2 per study break attendee is a reasonable food expenditure.

No gratuitous spending on food (i.e. Food distribution should not be the sole purpose of an event)

\$15 is the maximum expenditure for flyers for a single small event.

## **Accompanists/Conductors**

ABC will cover half of the cost of accompanists.

*Effective Spring 2006, ABC will cover half of the cost of Musical Conductors within reason*

## **Banners**

No funding for banner. Groups should use their revenue for such an expense.

## **Phone Mail**

No funding for phone mail unless it is for a large scale event.

## **Websites**

No funding for outside websites since groups can use Columbia's. Groups should use revenue if they choose to have an outside website domain

## **Communication**

ABC executive officers will not receive questions or concerns unless a group has discussed the matter with their representative first

## **Appeals**

Groups that wish to apply for a budget appeal must send their appeal to the appeals committee through their representative. The representative will ensure that the appeal form is appropriately filled out with the necessary documentation attached.

## **Transfer Payments and Co-sponsorships**

No club should pay another club for services

Any co-sponsorship needs to be explained fully in the EAF and/or appeal. The following information must be included:

- Which group the co-sponsorship is going to, and
- The exact details on what the co-sponsorship money will be used for.

The ABC will approve co-sponsorships on a case-by-case basis

## **Audio/Visual services**

No money will be given for photographers/video/cameramen

## **Allocations**

The growth of a group's allocation is not guaranteed, nor is the fulfillment of the year's planned programming an entitlement to an increase in budget

## **Competition Groups**

ABC will not pay for any food for traveling groups

## **Movie Events**

For events with movie screenings, please refer to SDA's movie policy.

All copyright costs should be appealed for.

## **Reimbursements**

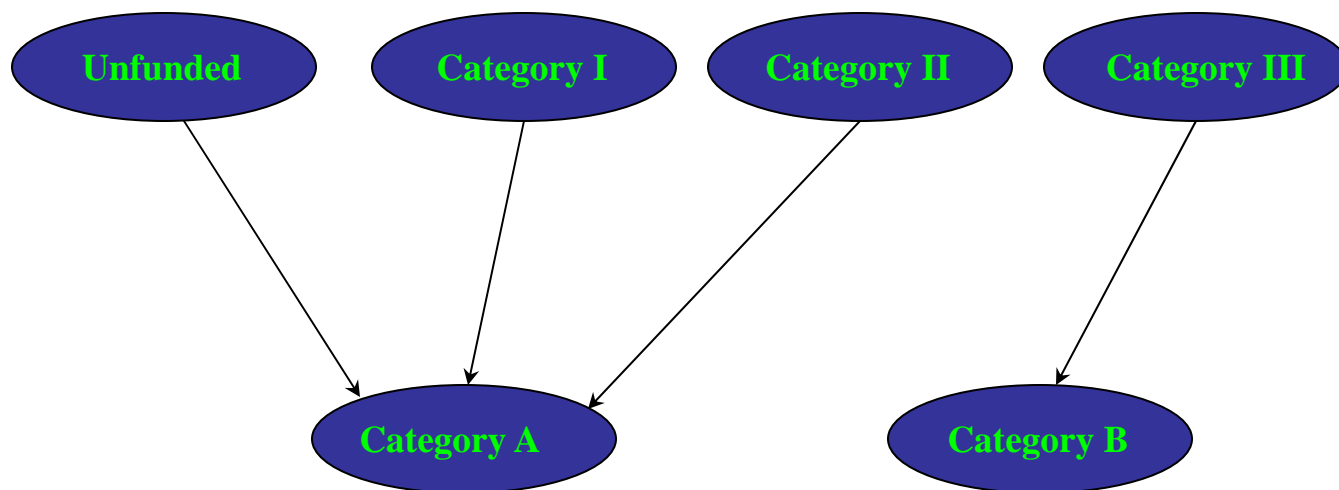
All reimbursements must be submitted within 30 days of the event

**Reimbursements will only be made for events that have been approved via EAF PRIOR to the event.**

## ACTIVITIES BOARD AT COLUMBIA FUNDING OPTIONS

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The following is a graphic representation of the changes made to the status of ABC groups:



See the ABC Constitution for detailed information on Category A and Category B Groups at <http://www.columbia.edu/cu/abc/general/constitution.htm>.

## ACTIVITIES BOARD AT COLUMBIA ABC(d)

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Activities Board Columbia Development, or ABC(d), acts as the research and development arm of ABC. Under the direction of an ABC board member, ABC(d) works on specialized projects which ultimately benefit all ABC clubs. This is a great opportunity for those who want to contribute in a big way and get involved at the forefront of student activities.

# Leadership Programs

# TRAINING AND LEADERSHIP DEVELOPMENT

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## **BASIC TRAINING**

Basic Training takes place at the beginning of each academic year and it is an opportunity for your organization to gather information about all the things you need to know in order to have a successful and productive year. During Basic Training we provide you with information about event management, understanding the roles of your SDA advisors and ABC representatives, fiscal management, and understanding the ABC and its policies and procedures.

Each ABC and SDA recognized student club and organization is required to have at least one executive board member present at Basic Training. It is also highly recommended that you bring an additional executive board member as well as your treasurer because they will attain very valuable information regarding the management of your organization's budget. Attending Basic Training will result in your organization being well-equipped with the knowledge and skills needed to achieve organizational goals and make the most out of the school year while avoiding some unnecessary road blocks.

## **TREASURER'S TRAINING**

Treasurer's Training is a workshop designed by SDA to promote fiscal responsibility and management amongst the student organizations and its leaders. Through this workshop student leaders learn about university policies and procedures. In addition, they will become acquainted with the financial paperwork and how to complete it in a timely and proper fashion. Treasurer's Training is best designed to teach students on how to budget and management their accounts more effectively.

## **EMERGING LEADERS PROGRAM**

The Emerging Leaders Program is a semester long experience made up of several components. Among these components are Leadership Frameworks, a personal assessment and access to the tools and information needed to get started in creating a long-term action plan. After successfully completing the program, students become an integral part of LEAD by acting as a mentor to future participants of the program and/or by helping to coordinate future sessions.

## **STUDENT RETREATS**

The Student Development and Activities Office and the Office of Multicultural Affairs offers a number of opportunities to attend retreats through the year for students involved in campus life. The retreats include:

- Student Government Executive Board Retreat
- Activities Board at Columbia Executive Board Retreat
- United Students of Color Council Retreat
- Students of Color Leadership Retreat
- New Student Orientation Committee Retreat
- Women's Ways of Leading Leadership Retreat
- Intercultural House Retreat

## **CLUB/ORGANIZATION RETREATS**

SDA and OMA staff is also available to help you plan, implement and facilitate a retreat for you club or organization if you believe it will be beneficial to the development and success of your club. Common reasons for requesting a special retreat are:

- Need to re-build the club's mission, philosophy, constitution, and focus.
- Address and resolve extensive internal challenges or conflicts.

# RESERVING SPACE

## **Reserving Space in Lerner Hall**

You can reserve space in Lerner Hall through the Office of University Event Management online at their website at:

<http://www.columbia.edu/cu/lernerhall/index.html>

Student groups or organizations should begin the process of event planning and space reservation through their respective student-affairs offices. Your undergraduate organization's advisor must approve the space request and a University account number must be provided and approved by the advisor/officer in anticipation of possible costs associated with the event. Finally, the event must be held primarily for the Columbia University community. Upon approval by your advisor/officer, your application is forwarded to the University Event Management for scheduling.

Your reservation confirmation will have notes attached such as technical/services request, ticketing required, etc. These action items must be completed within the timelines provided. Any details omitted might result in your organization losing its reservation.

For all reservations listed as a "tentative-level3," it means that your organization will need to attend an Event Review with your Student Affairs Advisor and all stake holding University offices. Ask your advisor for more information on this process. Additionally, your organization needs to provide critical information to University Event Management (7th floor) at least 20 days prior to your event. If these details are not provided, your organization will lose its hold on the space.

Student organizations are responsible for all published University Event Management policies posted on their website and in Facets.

## **Pre-calendaring Lerner Hall Space**

Pre-calendaring is simply letting the Lerner Hall Office know of your student group's intention to hold an event and to allow an early reservation of a desired space.

Each semester, organizations may request space for level 1, 2 or 3 events (as described in Appendix I) for the following semester through pre-calendaring. Lerner Hall's Event Management Office will announce the pre-calendaring steps and deadlines midway through each semester. Your undergraduate organization's advisor or graduate school's student affairs officer must approve the space request and a University account number must be provided and approved by the advisor/officer in anticipation of possible costs associated with the event.

The staff will review each request and allocate space based on availability and feasibility. Other considerations include date and time, policies governing the requested space, importance or relevance of your event to that date and the order in which requests were received. Once your request is evaluated, a space and time will be reserved and a confirmation issued.



Because of the demand for space the Sub-Committee on Programming and Scheduling has established certain limits for pre-calendaring including: One rehearsal/meeting per week, performances are limited to two performance days per event and one technical rehearsal.

### **Advanced Scheduling Committee:**

Events, under certain circumstances, may be scheduled more than one semester ahead. In order to qualify the event must meet one or more of the following requirements: The event must be scheduled in advance with a non-Columbia organization The event requires that hotel and travel arrangements be made for numerous attendees from outside the New York area The event features a speaker/performer with whom arrangements must be made far in advance. If your student group feels that their event qualifies then submit, in addition to the standard "Space Request Form", a letter that explains why their event must be scheduled more than a semester in advance. Any documentation that supports the letter should also be attached. The Subcommittee on Programming and Scheduling will review all requests for advanced scheduling.

Please see your Student Affairs Advisor for more information on this process.

### **Subcommittee on Programming and Scheduling**

Because Lerner Hall is a popular location for many events, it is important that there are fair guidelines governing access to Lerner. With this in mind, an advisory committee comprised of students, faculty and administrators has been formed to review building, scheduling and program policies. This committee also reviews the suspension of rental privileges and appeals concerning scheduling decisions. Please see your Student Affairs Advisor if you need more information on this committee or wish to be in contact with them.

### **Space-Use Fees**

For recognized student groups, there is no room fee for basic use of Lerner Hall space. However, if you have an elaborate space setup or need to use audio-visual equipment, charges are applicable. *In the case of co-sponsorship, both organizations must be eligible for a room-fee waiver. In addition, one organization may not secure space for other organizations or parties.* The Lerner Event Management Office will evaluate and determine if the fee waiver applies. Groups that are associated with academic courses do not qualify for fee waiver. Groups that have any outstanding debts cannot reserve space or equipment in Lerner.

### **Technical Fees**

Lerner Hall has a full-time Manager of Technical Services who is available to assist groups and individuals in fulfilling technical needs of an event. Lerner is equipped with a large inventory of theatrical equipment, in addition to advanced audio-visual equipment (see Audio-Visual Services section). A complete list of equipment and their rental fees can be found on the Technical Services Request in the Lerner Hall Office.

### **Appeals Process**

If an event sponsor receives a letter notifying them of additional charges and they have any disagreements, they must respond to the Lerner Event Management Office within 30 days. If the conflict is not resolved the appeal will be forwarded to the Executive Director of Lerner Hall for resolution. If the charge remains on your organization's account in the fall, you may not be allowed to schedule space until the charge has been paid.

### **Cancellation of Reservations by Recognized Student Organizations**

In an effort to use Lerner Hall more effectively and to its fullest capacity we request that you contact us if you are not able to use your reserved space. Out of consideration for other groups who might want to use the space, we ask for one week's notice for events such as rehearsals, meetings, movie nights, study breaks, etc. We ask for two weeks' notice for events such as parties, culture nights, performances, etc.

Cancellations for reasons other than those outside of an organization's control will affect a group's future reservations. Lerner will give an organization two chances before reservation privileges will be affected. Both the first and the second time an organization does not show up for a scheduled event space and does not notify us they will receive a warning. Upon the third incident of not using the space, and not giving us prior notification they will lose the privilege of reserving space in Lerner Hall, classrooms, and lounges for a period of 14 academic weeks. Any disagreements or discrepancies can be appealed to Lerner's Event Management Office.

Cancellations may be placed by e-mail to [lernerhall@columbia.edu](mailto:lernerhall@columbia.edu) or in person at Lerner's 7<sup>th</sup> floor.

We encourage you to work closely with your advisor in planning your events. Your advisor can serve as an important resource and support person, thus making it less likely that you will need to cancel an event due to poor planning or last-minute snags.

## ACADEMIC CLASSROOM AND OUTDOOR SPACE

FACT FILES 2007-2008 EDITION

The Office of University Event Management oversees booking of most academic classroom and outdoor spaces available to student organizations. You can place reservations for these spaces online at their website at: <http://www.columbia.edu/cu/lernerhall/index.html>.

Student groups or organizations should begin the process of event planning and space reservation through their respective student-affairs offices. Your undergraduate organization's advisor must approve the space request and a University account number must be provided and approved by the advisor/officer in anticipation of possible costs associated with the event. Finally, the event must be held primarily for the Columbia University community. Upon approval by your advisor/officer, your application is forwarded to the University Event Management for scheduling.

Your reservation confirmation will have notes attached such as technical/services request, ticketing required, etc. These action items must be completed within the timelines provided. Any details omitted might result in your organization losing its reservation.

For all reservations listed as a "tentative-level3," it means that your organization will need to attend an Event Review with your Student Affairs Advisor and all stake holding University offices. Ask your advisor for more information on this process. Additionally, your organization needs to provide critical information to University Event Management (7th floor) at least 20 days prior to your event. If these details are not provided, your organization will lose its hold on the space.

Student organizations are responsible for all published University Event Management policies posted on their website and in Facets.

## RESIDENTIAL LOUNGES

FACT FILES 2007-2008 EDITION

### Residential Building Lounge Usage by Recognized Undergraduate Student Groups

Lounges in the residence halls are provided primarily for building residents and their guests. Intended usage is primarily for the residents of that building as shared, communal space. Use of the lounges by any group is at the discretion of the Assistant Dean/Director of Residential Programs and the Executive Director of Housing. The Office of Residential Programs may host community-wide events in the building lounges.

Reservations can be submitted via the University Event Management's website at:

<http://www.columbia.edu/cu/lernerhall/>

### Residence Hall Building Lounge Policies

#### *Usage Policy:*

Undergraduate councils and student groups recognized on the Morningside Campus (ABC, CI, Club Sports, IGC, MGC, and SGB) may reserve only the following building lounges upon organizational advisor approval:

Broadway: 14<sup>th</sup> Floor, West  
Carman: Lower Level  
Furnald: Lobby  
John Jay: 1<sup>st</sup> Floor Lounge  
Schapiro: 1<sup>st</sup> Floor Lounge  
Wallach: 1<sup>st</sup> Floor Lounge  
Wien: 1<sup>st</sup> Floor Lounge

These lounges are only reservable by undergraduate student groups noted above during times listed below\*. The reservable hours are in sync with the quiet hours in the residence halls.

- ✦ Thursday 9 am-11pm
- ✦ Friday 9 am- Saturday 1 am
- ✦ Saturday 9 am-Sunday 1 am
- Sunday 9 am- 11 pm

\*Broadway 14<sup>th</sup> Floor, West is additionally reservable Monday, Tuesday, and Wednesday from 9 am- 11 pm.

The lounge on the 1<sup>st</sup> floor of Broadway is intended as programming space for Residential Programs and the IRC expansion and staff of Residential Programs. All other lounges in the residence halls are not reservable by undergraduate student groups. This includes the main lounges in East Campus, Hartley, McBain, River, Ruggles, Watt, Woodbridge, and 47 Claremont. It also includes the study lounge on the 14<sup>th</sup> floor of Broadway. Additionally, it includes libraries, computer labs, floor lounges, study rooms, and any residence hall spaces other than the lounges not explicitly listed as available for reservation.

#### *Admittance Policy:*

- ✦ Residence Hall lounges are only for undergraduate student groups recognized on the Morningside Campus (ABC, CI, Club Sports, IGC, MGC, SGB).
- ✦ Swipe Access is limited to CC/SEAS ID holders.

✦ **Guests:**

- All guests or non-CC/SEAS ID holders must be placed on an approved guest list. Guests on the list and will need to sign-in and leave a photo ID with the Guard at the residence hall front desk. Guest list must be submitted to the organization advisor a minimum of 48 hours in advance. The event organizer must bring the approved confirmation and guest list to the Guard at the front desk prior to the start of the event.

*General Policies:*

- ✦ Residence Hall Lounges are not available for Pre-Calendar. Requests can only be submitted after the first day of class in a given semester.
  - ✦ Recognized undergraduate student groups are not charged for use of the lounges.
  - ✦ Groups must leave the lounge in the condition it was upon entering.
  
  - Events with food are permitted in the residence hall building lounges.
  - Group is responsible for clean-up. Group may be charged for any cost associated with extraordinary clean up.
  - Events with alcohol are not permitted in the residence hall lounges.
  - Groups should reserve building lounges 7-10 days in advance. If a building lounge is needed for same day reservation, the event organizer should go in person to Event Management in Lerner Hall, 7<sup>th</sup> floor.
  - Retreats, concerts, performances requiring minimal set-up, and one-time events open to the residential community are ideal to host in the residence halls. Weekly meetings and rehearsals are also permitted.
  - **Set-Up:**
  - Groups may wish to visit a lounge prior to requesting it for an event. In general, set-up is as is. For tables, chairs, and special set-ups, groups must contact Facilities Services directly at 854-8607. For events requiring A/V set-up, groups must contact Campus A/V directly at 854-4175. Events requiring set-ups may not be possible.
- If “day of” assistance is needed for your event in the residence halls, contact the Hospitality Desk at 854-2779.

*Amenities in/Hindrances to Building Lounges:*

- ✦ Broadway 14<sup>th</sup> Floor, West (capacity 75). Air conditioning; kitchen on floor. Private space.
  - ✦ Carman Lounge (capacity 100): Air Conditioning; Media Wall; Kitchen Area; Large pillars in room which may impact set-up. Students may enter this lounge to gain access to laundry facilities. No event can be fully private.
  - ✦ Furnald Main Lounge (capacity 75). Air conditioning; stand-up piano. The Security Guard desk is located in this lounge. As the main entrance to Furnald, no event can be fully private.
  - ✦ John Jay 1<sup>st</sup> Floor Lounge (capacity 124). Air conditioning; grand piano; connects with Kings Table (Dining Services) via two sliding doors; large pillars in room which may impact set-up. Private space.
  - ✦ Schapiro 1<sup>st</sup> Floor Lounge (capacity 75). Air conditioning. Private space.
  - ✦ Wallach 1<sup>st</sup> Floor Lounge (capacity 75). Piano; 4 large pillars in room which may impact set-up. Private space.
- Wien 1<sup>st</sup> Floor Lounge (capacity 100). Piano; balcony space in lounge- upper level includes building computer room, laundry, and kitchen area. Wien Residents who live on 2<sup>nd</sup> floor must enter and exit through balcony level. Lounge is utilized to gain access into Facilities Office space. No event can be fully private.

## EARL HALL AND ST. PAUL'S CHAPEL

FACT FILES 2007-2008 EDITION

The Office of the University Chaplain oversees the Earl Hall Center and the historic St. Paul's Chapel. There are many useful spaces in these two buildings for student organizational programming.

Student organizations can reserve space in Earl Hall and St. Paul's Chapel online at :  
<http://wwwb.ais.columbia.edu/lerner/EarlHallSpaceRequest.jsp>.

Student groups or organizations should begin the process of event planning and space reservation through their respective student-affairs offices. Your undergraduate organization's advisor must approve the space request and a University account number must be provided and approved by the advisor/officer in anticipation of possible costs associated with the event. Finally, the event must be held primarily for the Columbia University community. Upon approval by your advisor/officer, your application is forwarded to the Office of the University Chaplain for scheduling.

Your reservation confirmation will have notes attached such as technical/services request, ticketing required, etc. These action items must be completed within the timelines provided. Any details omitted might result in your organization losing its reservation.

For all reservations listed as a "tentative-level3," it means that your organization will need to attend an Event Review with your Student Affairs Advisor and all stake holding University offices. Ask your advisor for more information on this process.

Student organizations are responsible for all published Office of the University Chaplain policies posted on their website and in Facets.

### **Earl Hall Center Policies and Procedures for Space Application and Usage**

If you are not a recognized student group (SGB, ABC, CI, SGA, GS, or UCM), or if you need special arrangements, you will need permission from the Office of the University Chaplain.

All space requests must be approved by your Group Advisor via email before the event will be considered for approval by Earl Hall.

**All space is reserved on an "as is" basis. Each room must be left clean with the furniture arranged accordingly. Chair must be put back exactly in the format they were in.**

No group may move the piano, chairs or the peace altar in the Chapel Nave. Groups will be fined \$100 for unauthorized movement. Additional charges may be incurred for any damages caused by unauthorized movement or misuse of these items.

Groups may occupy the designated space only during the specified hours. All set up, the event itself and the required clean up time must take place within these hours. Groups must vacate their space at the time specified by this request.

Any group that does not use space at the time it was reserved on two consecutive occasions will be removed from the calendar for the remainder of the semester. This policy will be strictly enforced.

Earl Hall and St. Paul's Chapel are multi-function spaces, so excessive noise and congregating in public areas is not allowed.

**Trading your room reservation with another group is prohibited.** If it is determined that this has been done without the express permission of Earl Hall Center staff, your reservation will be cancelled for the remainder of the semester.

Earl Hall will make every effort to accommodate all groups. However, **we reserve the right to deny, cancel, or modify a request.**

Earl Hall reserves the right to cancel an event, which violates University and Earl Hall policies, prior to or during the event.

All groups will respect and abide by all University rules, especially **the Alcohol, Drug, and Smoking Policy as stated in FACETS.**

No one can deface or damage the building in any way. **There can be no pinning, taping, stapling or otherwise affixing decorations, signs, balloons, etc., to the walls, doors, floors, and woodwork** anywhere in Earl Hall or St. Paul's Chapel (with the Art Gallery shows being an exception).

**Fines of \$25 will be charged to any group violating the above policy, and fines of \$100 will be charged to any group taping or affixing object to the handi-lift railings.**

Any willful group misrepresentation, with respect to group sponsorship, consumption of alcohol, attendance, serving food, charging admission, etc., will result in cancellation of the event or its immediate termination by University Security and cancellation of any upcoming events. No future requests will be considered.

The third floor landing of Earl Hall must be kept clear at all times. No tables, chairs, coat racks, etc., may be moved out into this area. Failure to comply with this rule will result in the immediate cancellation of your event. Earl Hall and St. Paul's Chapel are not rehearsal venues except for participants in the *Music at St. Paul's Program* and (with stringent limits) the *Music Performance Program*. No rehearsal time is allotted for *Arts at Earl* performances. When attendance in the Earl Hall Auditorium is expected to reach 175, one Public Safety Officer is required, with exception to *Arts at Earl* performances. Additional Officers may be required depending on the event.

The Earl Hall Center has no storage space. Tables and other deliveries must be scheduled to arrive during the time reserved for the group events. Table should be dropped off on the same day of the event.

**We assume no responsibility or liability for deliveries or personal property.**

Groups serving food in any of our rooms will have to fill out and submit a Facilities Management Special Events Service Request Form so that a sexton can be on duty. If we are not informed that food is being served prior to the day of the event, your group will be assessed a minimum charge of \$168.00. The clean-up fees can go up to \$1000.00 and are determined by the Office of Facilities Management.

We do not allow student events where alcohol will be served. Any group handling cash will require a Public Safety Officer. Department of Public Safety determines security fees.

When reserving space, please indicate ahead of time if any disabled guest(s) will be attending the event. Please be aware that the lower level of the Chapel, including the restrooms, are not disability accessible.

## INTERCULTURAL RESOURCE CENTER

FACT FILES 2007-2008 EDITION

The Intercultural Resource Center (IRC) is devoted to promoting a just society and exploring issues of interculturalism and diversity within and beyond the Columbia University community. The IRC provides a forum for education and social exchange that encourages self-discovery and a greater awareness and appreciation of cultural history within and between communities on campus. We endeavor to empower students, faculty and staff with the tools to be able to successfully navigate their environments and thus be able to positively impact the community at large.

The Center, a five-story brownstone, has numerous resources. Among these are meeting spaces and a library that contains periodicals, newspapers, books, videotapes, DVDs, and journals, which reflect the rich knowledge and history of underrepresented people throughout the world. The IRC is home to the Intercultural House (ICH), a unique residential setting that offers students the opportunity to learn more about diverse cultures in a supportive living environment. Some of the various IRC-sponsored activities include art exhibits, poetry readings, discussion groups and film screenings.

### **Reservation Policies and Procedures**

The Intercultural Resource Center, part of the CC/SEAS Office of Multicultural Affairs, is designed to provide a forum for educational and social exchange that encourages self-discovery and a greater awareness and appreciation of cultural history within and between communities on campus.

The IRC has available meeting/programming space on the second floor for the Columbia community. When available, any University-related group may use the space for an approved event, with preference given to events related to Columbia College / the School of Engineering and Applied Science and their students.

#### Capacity:

The second floor space holds approximately 40 people for a standing reception and 25-30 people in row seating.

#### Hours:

The hours available for events are from 9:00am to 11:00pm, Monday through Friday. Weekend use of the IRC is not permitted except by special request.

#### Reservation procedures:

- Reservations can be made only with a fully completed form. The reservation form may be submitted elec-

tronically online at <http://www.studentaffairs.columbia.edu/multicultural/irc/reserving/> or by E-mail to [mee2009@columbia.edu](mailto:mee2009@columbia.edu), dropped off at the Intercultural Resource Center, or faxed to 212-854-9801.

- The reservation form must be completed at least one week before the event.
- An email will be sent to the contact person designated on the form as confirmation of your reservation.

#### Food:

Orders for catering are to be handled by the individual booking the event. **NO FOOD MAY BE LEFT IN LOUNGE AFTER EVENT.** Please make sure someone is available to sign for food delivery prior to event. No one in the building will sign for delivery.

#### Clean Up:

All refuse must be removed, and the lounge cleaned directly following your event. The individual responsible for the event must make sure that tables are wiped clean, and trash is placed in receptacles. Cleaning materials will be available.

#### Furniture:

If furniture is moved to accommodate your event you must return all furniture to its original location. If used, stackable chairs and additional folding tables are to be returned to the closet.

#### Services:

- To arrange special set-ups, please fill out the “Set-up” section on the reservation form. A copy of your approved request will be forwarded to the assigned IRC staff for set-up.
- Folding chairs, extra tables, etc., must be noted on the reservation form.
- A television and DVD player are available for use.
- Microphones, speakers and other audio/visual equipment can be rented through Columbia’s Audio-Visual Department, <http://www.columbia.edu/cu/as/i2.html>.

#### Charges:

- Events sponsored by Columbia University groups are free of room charges (excluding charges noted below).
- Charges for the use of the space by non-Columbia University groups (if approved) will be determined by the Office of Multicultural Affairs.
- Your group is responsible for any equipment/media rental charges (see “Services” above).
- The sponsoring group is responsible for leaving the area in good order. Any extraordinary charges necessitated by cleaning up or repair after an event will be billed to the sponsoring group.

#### General remarks:

- For the safety and security of our residents, please do not prop open the front door. The front door is to remain locked at all times, and it is the responsibility of the sponsoring group to admit its members/program participants to the house.
- Please keep noise down to respectful levels for our residents.
- Be sure to inspect the room before your event begins. If any damage is noted, please notify the IRC staff person on duty at once and request that the damage and time be officially noted. If any damage occurs to the room, your organization is responsible for the cost of the repairs.
- Nothing is to be tacked or nailed to the walls, including signs, posters or decorations.
- No smoking is permitted in the Intercultural Resource Center.



# KRAFT CENTER FOR JEWISH LIFE

FACT FILES 2007-2008 EDITION

## Space Usage Policy in the Kraft Center for Jewish Student Life

The Kraft Center for Jewish Student Life is the home of Columbia/Barnard Hillel – the largest student group on campus. The primary purpose of the Kraft Center is to provide a setting for Jewish student activity. To the extent possible, the Kraft Center and Hillel also seek to provide a welcoming context for campus community events provided such events will not impede on the on-going program of Columbia/Barnard Hillel.

Consequently, it is possible for recognized student groups (SGB, SGA, SDA, etc.) to request use of space in the Kraft Center. However, groups are encouraged to look for space in Lerner, McIntosh, and Earl Hall, **before** requesting space at the Kraft Center. Such group requests will only be considered only if the other appropriate building is unavailable. SGA/ABC groups apply for space through their respective advisers who will contact the Kraft Center as needed ([reservations@hillel.columbia.edu](mailto:reservations@hillel.columbia.edu)). (For the purpose of this document, the term SGB also refers to Community Impact, UCM and JTS).

## Room Request Process/Pragmatics

On the Sabbath and Jewish holidays (which both begin at sundown the evening before), space requests will be limited to Columbia/Barnard Hillel groups.

The building will not be used for academic classes but for extra- and co-curricular activities.

The building and terrace are non-smoking areas.

Multipurpose rooms that can be requested are:

**Room 400** – can hold up to 35 students, flexible seating and tables.

**Room 403** – carpeted, holds up to 15 students, flexible seating and tables.

**Room 404** – holds up to 22 students, fixed table.

**5<sup>th</sup> floor Auditorium** – carpeted, can hold up to 150 students (lecture style), flexible seating, and movie screen available.

**Rennert Hall** – wooden dance floor, baby grand piano, flexible seating, can hold up to 325 students (lecture style)

**3<sup>rd</sup> floor terrace** - can be booked but only for events that end by 8:30pm, holds up to 75 students.

## Calendaring Process:

1. The Kraft Center does not have a pre-calendaring process for non-Columbia/Barnard Hillel groups.
2. Anyone wishing to use a Kraft Center room needs to submit a room request form on paper at the Hillel Office (3<sup>rd</sup> floor Kraft) M – Th. 9 – 5 pm, F 9 – 1 pm.
3. During the semester, we plan to give requestors an answer within 3 business days. Email confirmations will be sent to the requestor.
4. Events will be booked on a first come, first served basis, consistent with the overall calendaring approach.

5. A confirmation guarantees that the event will be held in the Kraft Center. However, specific room assignments may be changed depending on Columbia/Barnard Hillel needs. Every effort will be made to minimize such changes.
6. All bookable rooms are multipurpose and food can be served in any of them (provided clean up policies are upheld). For more info re: food and cleanup policies please be in direct contact with Leora Shudofsky, L.M.S.W., Hillel's Associate Director (LS190@columbia.edu)
7. Events in the building must be in keeping with Columbia/Barnard Hillel's mission and philosophy.

### **Fees**

1. Columbia/Barnard Hillel groups will not be charged a room usage fee provided there is no cost to the Kraft Center above normal operations. However, if a group needs equipment not owned by the Kraft Center or needs additional maintenance, a/v or security staff, they would be charged the exact cost incurred by the Kraft Center (i.e., no mark-up). Every effort will be made to give groups an estimated cost for budget planning purposes.
2. Non-Columbia/Barnard Hillel student groups will be charged rates similar to the prevailing rates on campus (ie \$15 per hour tech fees). Recognized student groups will not be charged for Kraft Center usage of our small, multipurpose spaces however, events in our 2 auditoriums may carry a (modest) per hour cost.
3. Fees may include basic staffing and use of Kraft Center equipment. As with student groups, any equipment rental, room set up or staffing costs will be charged to the user.

### **Set Up Logistics:**

Maintenance staff can potentially set up rooms in the late afternoon for evening events. Accordingly, the first group to use a room on any weeknight evening will have the room set up. Subsequent groups may have to reset the room themselves depending on the usage.

2. Groups must submit their set up requests at least 3 working days before the event to be eligible to have the room set up for them.
3. Groups are responsible for basic clean up in the room after the event is complete. This means returning the room to its normal manner (i.e. if any furniture was moved) and bagging and tying all garbage. The sealed garbage bags may be left in the room if that room will not be used later that night. All leftover food must be removed from the room and properly stored. Any books and materials used must also be returned to their normal storage places.

Any group that does not properly clean up the room will be charged at least \$25.

### **Miscellaneous**

1. Any decisions called for by the above policies will be made by Columbia/ Barnard Hillel - Kraft Center staff. If these decisions prove to be extensive/ controversial, or the charges significant, appropriate student leaders will be consulted.

We are working on potential web connections for outside rental room bookings. This may necessitate some modification of the on-line reservation process, which is currently only available to Columbia/Barnard Hillel student leaders.

*Will other groups outside Columbia/Barnard Hillel have programs in the building with co-sponsorship?*

Yes, we want to encourage Columbia/Barnard Hillel groups to build relationships with other campus groups. Decisions about co-sponsorship are the prerogative of each group.

*Will other groups outside Columbia/Barnard Hillel have programs in the building without co-sponsorship?*

Yes, we hope to make the Kraft Center available to the general campus community. Columbia/Barnard Hillel groups get first preference through the pre-calendaring process. Events on Shabbat and Jewish holidays will be limited to those in keeping with the spirit of Shabbat.

*Will any Columbia/Barnard Hillel programs still take place on campus?*

Definitely. The Kraft Center is not designed as the only address for Jewish campus programming. Decisions about location are the prerogative of each group. Some events may be too large for the Kraft Center or more appropriately situated in other campus locations.

*What will be the policy for other religious groups and individuals coming in with programs?*

All events in Kraft Center will be keeping with Columbia/Barnard Hillel's mission and approach. While general campus programming will occur in the Kraft Center, the nature of the requesting group will determine its appropriateness for the Kraft Center.

*What is the relationship between the rooms with Arks and their also being multi-purpose?*

Every room with an Ark has an additional set of wood doors on the outside of the Ark (in addition to the regular Ark doors.) This second set of doors will be closed when appropriate. The three rooms with Arks are the Rennert Hall, 5th Floor Auditorium and Kazis Bet Midrash.

*What are the building's hours of operation?*

During the week, the building is open from 8:00 am to midnight. On Saturdays, the hours are 8 am until one and half-hours after the end of Shabbat, unless an event is being held on the building on Saturday night. On Sundays, the hours are 8:30 am until midnight. These are projected building hours and may be periodically revisited.

*To whom is the Kraft Center open?*

The Kraft Center is open to any individual with a Columbia/Barnard or JTS ID. A picture ID must be shown to the security desk upon entering the building.

## 5TH FLOOR STUDENT GROUP RESOURCE AREA

FACT FILES 2007-2008 EDITION

**USE OF THE COMMON AREAS:** The Student Group Resource Area also has informal chill-out/meeting areas for students to network, study, relax, and/or take a break in, etc. Students will find a “free-play” jukebox and as well as snack and soda vending machines. The student government office is also located nearby, providing a great opportunity to connect with other student leaders and representatives within a relaxed atmosphere. Users of the common areas are asked to be mindful of the work of others that may be going on at the time. As it is a communal area, all are expected to respect the space and each other and strive to keep it clean and orderly.

### **BEAUTY AND ORDER POLICY**

As the SDA-Student Group Resource area is a communal space, all users have an obligation to contribute to the maintenance and upkeep of the area. Please observe the following practices and rules:

- Please place all refuse in designated trash receptacles located throughout the area
- Please keep all public area chairs in the public areas
- Groups who have reserved space in the common areas are required to leave the space in an orderly condition after its use. This means returning the meeting room, the desktop publishing spaces, etc. to their original condition. Groups who fail to do so are subject to a cleaning fee charge to their club accounts.

SDA is not responsible for items left unattended in the public areas which will be swiftly discarded.

### **OBTAINING ACCESS TO ASSIGNED RESOURCES (FOR ABC GROUPS AND STUDENT GOVERNANCE EXECUTIVE GROUPS):**

Access to assigned resources is granted for the course of one full school year, normally running from the first day of classes until the last day of classes. Special requests can be made to extend occupancy during the summer session. The Manager of Leadership Programs reviews these requests on a case-by-case basis. In March-April of each year, an application process is opened up for all eligible groups. Those groups already assigned resources must also re-apply. An application review committee comprised of officers of the student government, the ABC, and the SDA staff, make recommendations to the SDA Director for all allocations for the lease period. The Office of Student Development and Activities (SDA) notifies applicants about the outcome of the allocation process and provides the necessary follow through information (i.e., resource assignments and usage policy, etc.). The application review committee determines resource designations based on applicant’s expressed need vs. competing needs, organizational record and impact on the Campus community at large, and rationale for use of the space. Re-applying groups are evaluated based on continuing and competing need; impact on the campus community, past use of the space and “good neighbor standing” or assessed impacts on the 5<sup>th</sup> floor.

**Keys:** All holders of assigned resources will be given a set of keys when applicable. All key holders must be registered with the Manager of Leadership Programs with an accompanying organizational account number. All office keys must be turned in by the end of the academic year to the Manager of Leadership Programs unless arrangements have been made for summer use of the assigned resource. Groups who fail to return office keys will have a charged placed on their organizational accounts for a lock change and for replacement copies of the resource key. For those groups that share resource space, charges will be assessed according to which group failed to return office keys at the required time.

## **PROCEDURE FOR TAKING POSSESSION OF ASSIGNED RESOURCE SPACE 2007-08**

Those clubs and organizations receiving assigned storage space during the academic year may take possession of the assigned resource beginning the first week of classes unless otherwise specified.

To do so:

Clubs and Organizations must contact the SGO manager at [sgo@columbia.edu](mailto:sgo@columbia.edu). The SGO manager will follow up to schedule an appointment wherein a resource condition report will be made and additional information about the space use will be reviewed.

All groups must provide up-to-date contact information including the name of one primary contact for the group who will accept responsibility for keys and resolving any issues related to use of the resource. This person should also provide campus and off-campus addresses, email and phone contact information. Additional office keys can be requested and will be charged to the student group's account. All key holders must register their contact information with SDA.

### **Present resource holders who did not receive space for the new academic year:**

Those organizations that did not have their assignments renewed must complete an exit inspection to assess damages and remove their belongings from the 5<sup>th</sup> floor premises within a week of the start of the new academic year. All office keys in the group's possession must also be returned at that time. Groups that fail to complete an exit inspection may have charges made to their club account en-abstentia and their belongings removed and discarded at the group's expense. Additional charges will be billed to the groups account if locks and/or keys have to be replaced.

Groups denied access to assigned resources are allowed to re-apply during the next round of applications.

### **First Time Assigned Space Holders**

First time assigned space holders can take possession of their assigned space a full week following the beginning of the academic year. Keys will be distributed by appointment unless other arrangements have been made. Please contact the SGO manager at [sgo@columbia.edu](mailto:sgo@columbia.edu) to coordinate.

## **ASSIGNED RESOURCES**

### **SDA STUDENT GROUP DESK TOP PUBLICATIONS WORK STATIONS**

The SDA-Student Group Resource Area Desktop Publishing Room and Workstations are locked, communal areas created to support the publication and lay-out work of recognized student organizations. The rooms contain lockable workstations, layout tables, storage cabinets and work chairs. Each workstation contains storage for a computer monitor and processor, file drawers as well as space to store equipment, supplies and other items and a chair. There are a total of six workstations. Eligible groups can apply for a workstation each year during the Student Group Resource Area application process towards the end of the spring semester. The term for all assigned space is one full academic year. Groups would be responsible for supplying their own computer system, software and any additional supplies needed for the production of publications.

## **THE STUDENT GROUP LIBRARY/ARCHIVES ROOM (510 LERNER HALL)**

The SDA-Student Group Library/Archives Room is a key-accessed non-climate controlled room available for ABC-recognized student groups. The space is provided to help groups maintain group collections and archives. Included in the room are 8 (6-rows) non-secured bookcases as well as two secured book closets containing 5 rows of shelving per closet.

Eligible groups can apply for library storage each year during the Student Group Resource Area application process towards the end of the spring semester. The term for all assigned shelving is one full academic year. Groups granted space would be responsible for managing the growth and maintenance of their collections each year. As this is a fixed space, which is not likely to increase in size, access will be granted and renewed annually on a competitive basis. All groups must re-apply for their library space each year and will be subject to re-adjustments on granted space based on demand and need.

## **THE STUDENT GROUP FILE AND CABINET SYSTEM (510 LERNER HALL)**

The SDA-Student Group File and Storage Cabinet system is a bank of file drawers and storage cabinets in various configurations located in 510W Lerner. Each file set and cabinet configuration comes equipped with individual locks to secure items. Any ABC-recognized group is eligible to apply for one or more of a combination of cabinets and drawers as needs dictate. Groups can use the file system to store organizational records or cabinets to store small non-perishable, non-flammable items that need to be accessed on a recurrent basis. The storage system should be used as a resource to facilitate group business and not be used for storage of personal items unrelated to organizational function.

The ABC File and Storage Cabinet system is comprised of the following:

- 15 locked file drawers (in sets of 2 and 3 drawers)
- 10 overhead individually locked storage cabinets
- 3 full sized, storage cabinets containing file drawers and adjustable shelves
- 3 Mid-size combo-system (mini storage closet/file drawers)

Eligible groups can apply for File/Cabinet storage each year during the Student Group Resource Area application process towards the end of the spring semester. The term for all assigned file and/or cabinets is one full academic year (September to May). Groups granted space are responsible for managing the growth and maintenance of their records and/or possessions each year. As this is a fixed space, which is not likely to increase in size, access will be granted and renewed annually on a competitive basis. All groups must re-apply for their file/storage space each year and will be subject to re-adjustments on granted space based on current levels of demand and need.

## **THEATRICAL STORAGE FACILITY ROOM 510K/L**

The Theatrical Storage Facility on the 5<sup>th</sup> floor of Alfred Lerner Hall shall serve as a support space for undergraduate performing arts organizations and cultural groups that do theatrical performances for the express purpose of the storage and sharing of costumes, props, and set pieces. Storage for items will be based on the limits of the size and proportions of the space, and will be granted based on approved and scheduled performance events on campus. 38

The Office of Student Development and Activities (SDA) is responsible for the general policy and procedures governing this facility's use. SDA designates the Manager of Media Services as the administrative officer overseeing the development of this protocol. It is the intention of this storage space to accommodate the burgeoning need performing arts groups have for storage, while at the same time fostering and encouraging the communal aspect of theatre. This facility is further intended to be both a repository and a "lending library" of theatrical resources, where props, costumes and scenic elements are borrowed, shared, recycled, and re-used on an ongoing basis.

The Columbia University Performing Arts League (CUPAL) will act as liaison between SDA and the performing arts organizations utilizing the space. In this capacity, CUPAL is responsible for communicating any concerns regarding the space to all who use it and will oversee the governance of the space usage among the performing organizations.

The Theatrical Storage Facility has been outfitted as follows:

- 10 17 7/8 in. drawers
- 10 23 7/8 in. drawers
- 2 25 in. double-hanging racks
- 4 25 in. tall hanging racks
- 1 24 3/4 in. tall hanging rack
- 4 24 in. vertical units
- 4 48 in. vertical units
- 6 72 in. vertical units

Each major performing arts group (as delineated by CUPAL) will be allotted its own storage area within the facility. This will consist of both drawer and hanging rack storage, divided equally among the designees. Each performing arts group is responsible for monitoring its own inventory, including general housekeeping.

Both CUPAL and SDA maintain key access to the facility, and will grant access to each of the designated performing arts groups holding inventory in the space on an as-needed basis.

CUPAL intends to form a subcommittee at the beginning of the fall semester to develop rules and regulations regarding the facility, including specific qualifications for how various arts organizations will be sharing usage.

*Lending Procedures.* Student performing arts organizations will enter into Borrower/Lender Agreements with each other for the joint use of theatrical materials. The potential Borrower must submit a written request to the Lender for the use of the other group's theatrical materials detailing production details (length of usage, production notes, etc.). Upon receipt of written approval from the Lender, the Borrower agrees to abide by the usual and customary standards regarding the material's care and usage. By entering into this agreement, the Borrower assumes all responsibility for the theatrical materials, and agrees to return them in a timely fashion, in the same condition they were received, accepting full liability for damage, loss or theft of said materials.

*Safety.* Safety guidelines for Lerner Hall apply to the Theatrical Storage Facility. The facility is

subject to inspection by SDA on a regular, ad hoc basis, and any safety concerns will be addressed

accordingly. As an overview, the following are not allowed within the space:

- No scenery shall be engineered, constructed or painted within the facility.
- No highly combustible or flammable items are permitted. (All fabrics and scenic items stored should be flame retardant.)
- No alterations or permanent attachments to the facility will be permitted.
- No tape, pushpins, nails, or fasteners of any type are allowed on the floors or walls of the facility.

*Policy Disclaimer.* The Theatrical Storage Facility is a new space, and will be developing new policies and guidelines over time in response to users' needs. The Manager of Media Services with the Office of Student Development and Activities will review these needs and periodically weigh them against current policies and guidelines. SDA reserves the right to update this policy at any time.

Questions or concerns may be directed to David Milch (dm2422), Manager of Media Services at SDA.

## **RESERVEABLE RESOURCES**

### **TEMPORARY STORAGE ROOM**

The SDA-Student Group Temporary Storage is a locked storage room established to support the events of recognized student organizations. The storage room is available to store supplies and other items for student group events for up to two weeks per request. Space will be granted on a first come, first serve basis and in light of competing activities as determined by the Manager of the Student Government Office and the Manager of Leadership Programs.

Eligible groups can request access to the temporary storage space by emailing a request to [sgo@columbia.edu](mailto:sgo@columbia.edu). Request must be received with a week's advance notice. All requests should contain:

*Group Name*

*Primary contact person – on campus number, e-mail contact info*

*Information regarding the nature of the event in need of support, along with a listing of the items to be stored and duration of storage.*

**An email confirming or denying the request will be sent within 3 days of receipt. Once access is granted, the designated contact person will coordinate with the Student Government Office Manager access to the space and to complete the necessary paperwork.**

**After Hours Access/Key Sign-out: Student Organizations granted access to temporary storage can also sign out a key to the room to allow for after-business hours and weekend access. The SGO manager will be responsible for maintaining the short-term storage space and the key sign-out.**

No more than two student groups can sign-out the key at any point in time.



Request to sign out a key must be made 48 hours in advance to the SGO Manager and must be picked up during the manager's posted office hours.

Keys can only be signed out for a 48-hour period. Keys must be returned at the end of the allotted sign out period.

Group executive officers are the only members allowed to sign out keys.

In the event that property is damaged or stolen, the groups that are in possession of the keys at the time of the incident should understand that SDA would not be held responsible. Each group is responsible for their items and must understand that items are stored at their own risk.

**The following items will not be allowed in the temporary storage rooms:**

*Unsealed Beverages and/or Food Items*

*Refrigerated food items*

*Flammable/Hazardous Items*

*Animals*

*Items and supplies for non-CU approved events*

*Personal Items*

*Weapons*

*Contraband*

*Items requiring ventilation or climate control*

**YEAR-END PROCEDURES AND OVERALL SPACE MAINTENANCE**

At the end of the academic year (May), student groups are notified of a year-end cleaning of the 5<sup>th</sup> Floor Student Group Resource Area by the SGO Manager. All items left unsecured are discarded in the clean-up. Student groups who leave items in the space will incur a fee on their group's account to cover the additional Facilities charges for discarding materials, especially boxes and heavy items.

As part of the contract of leasing the space, student groups are expected to maintain the space, including reporting spills, leaks, furniture damage and other issues to the SGO Manager ([sgo@columbia.edu](mailto:sgo@columbia.edu)) or to Facilities Management at x4-2222. Groups are also expected to return chairs and tables if they have been re-arranged to accommodate a meeting. Officers are expected to treat one another with respect in the space as it is shared amongst many different groups and students. Failure to comply with any of these policies can result in termination of a group's space holding.

Groups should not utilize the common areas to store items as they do so at their own risk with the understanding that items may be discarded as daily maintenance requires and in accordance with fire codes.

**SUMMER ACCESS**

Access to the 5<sup>th</sup> Floor Student Group Resource Area is limited during the summer months. NSOP, COOP, and CUE, pre-orientation and orientation programs, utilize the space from May through early September and student groups must send a request to access the space in advance to Ty González, Manager of Leadership Programs, via email ([tg164@columbia.edu](mailto:tg164@columbia.edu)). Requests are granted on a limited basis and as a general rule groups should not plan to utilize the space during the summer months.

# BLACK BOX THEATRE POLICY

FACT FILES 2007-2008 EDITION

**Mission:** The Black Box Theatre shall function as an artistic outlet to recognized undergraduate student organizations to facilitate the mission of the Division of Student Affairs and the University, presenting enrichment opportunities through performances open to the student body and University community. Black Box Theatre programming should showcase students' creativity and offer a venue for artistic expression that will assist students in developing aesthetic values and human relationships, including tolerance for differing viewpoints, in an open arena of exploration, examination and extroverted dramatic conflict. It is the mission of the Office of Student Development and Activities to create an educational environment of great value and distinction for undergraduate student organizations to use this facility toward attainment of that goal.

**Programming:** Student Development and Activities is responsible for scheduling as well as all facets of programming and student advisement for the Black Box. Any student group interested in using the Black Box should first contact their adviser and schedule a meeting between students, the adviser, and the SDA Manager of Media Services for a general overview of policy and procedures relevant to the space. Programming should seek to enhance and further a reputation for excellence in artistic activity, high quality performance, and creation of artistic work. To this end, program events should promote cultural diversity, including international activities, and be created in an environment that will attract and retain productive and creative colleagues. The Black Box should support activities that enhance student life, campus and community interaction, and community and leadership development.

**Physical Plant and Technical Services:** Lerner UEM in conjunction with Facilities is responsible for plant operations, including seating riser set-up/breakdown, seating configurations, housekeeping, environmental controls, ticketing services, implementation of audio and lighting designs, security and technical advisement and training.

## **PROGRAMMING**

**Eligibility:** Any recognized undergraduate student organization of Columbia University may propose to calendar an event in the Black Box Theatre. All productions must be mounted through an existing undergraduate student organization.

**Proposal Submission.** Each potential Producer (undergraduate student organization) is allowed to pre-calendar the Black Box during the prescribed pre-calendar period. This reservation request will be held but not confirmed. Every Producer must then submit a written Production Proposal before this reservation is confirmed. Proposals must be signed by the organization's adviser before being reviewed. [Note: Proposal Registration Forms are available in the SDA office, 515 Lerner Hall.]

Production Proposals are to be submitted to the Manager of Media Services, Student Development and Activities, 515 Lerner Hall, Ext. 4-1691, Fax (212) 854-6972.

**The Production Proposal.** The following items should be included with each Production Proposal:

1. A *registration form* including contact information for the officers of the registered organization and the entire production team. The Production Team members are responsible for ensuring that the theater is clean and orderly before and after each rehearsal, work period, performance and strike. Production team members should include those listed as follows:

- a. *Producer*
- b. *Director*
- c. *Stage Manager (if appointed)*
- d. *House Manager (if appointed)*
- e. *Box Office Manager (if appointed)*

*Production Technical Team*, which may include the Art Director, Technical Director, Designers, Props Master, Special Effects Master or others designated by the Producer and Director.

A *written description* of the production, including all details regarding the event and how the production will actually be produced.

A *production calendar* including information regarding the dates requested, details regarding the timing of the load-in, technical rehearsals, dress rehearsals, performances, strike, and load-out.

A *ground plan sketch* (to scale) of the Black Box Theatre should include the production's lighting and sound equipment locations, audience-seating areas, and any obstructions.

A *front elevation sketch* (to scale) to illustrate the production's lighting equipment positions. The Manager of Technical Services is available to assist in the creation of this technical document.

Upon SDA approval of the Production Proposal, the ground plan sketch and front elevation sketch will be submitted to Lerner-UEM.

Criteria for approval of a Production Proposal includes overall professional quality of the proposed event, a primary intent that coincides with the SDA programming mission, a description attesting to the proper use of the space, and a proven track record of past production experiences relative to the organization's ability as a production team and/or sponsoring organization to successfully mount a production.

Proposals should be submitted as soon as possible to better chances of securing a favorable booking date, and should be submitted no later than five weeks in advance of the proposed move-in date.

The Producer will be notified by the Media Manager of a booking date by phone, fax or e-mail as soon as the proposal is accepted.

Upon acceptance, it is incumbent upon the Producer to contact the Media Manager to schedule a production meeting as soon as possible with representatives of both Lerner UEM and the office of Student Development and Activities.

The Producer is responsible for notifying the Media Manager as well as Lerner UEM Management as soon as a booking cancellation is necessary. Lerner Hall cancellation policies apply. (See [www.columbia.edu/cu/lernerhall](http://www.columbia.edu/cu/lernerhall)).

*Financial Responsibility:* The Production Team and/or officers of the sponsoring organization are responsible for any and all incidents and damages arising from the booking, use, damages to and liabilities for, the Black Box Theatre during the period of habitation.

## **TECHNICAL SERVICES**

*Evaluation of the Theatre Space:* The Producer accepts the Black Box Theatre in the as-is condition avail

able without any pre-conditions or stipulations. An inspection of the equipment and condition of the theater will be conducted at the time of load-in, between the Producer, Manager of Technical Services for Lerner-UEM, and the Manager of Media Services. The Producer shall be given a copy of the Inspection Report. Additional inspections will occur during the period of habitation. Failure to pass an inspection may limit the availability or use of the theater until corrective action has occurred.

*Fire and Safety Inspections:* Please see *Lerner Hall House Rules for Performance Venues*.

*Use of the Black Box Space:* The Black Box Theatre is a shared resource available to any undergraduate group. Care and consideration of the facility, materials and equipment and overall security is expected. The following applies to all productions:

Only the Producer and Director of a production may allow access to the theatre. The theatre must be locked anytime it is unoccupied, even for short durations. Management is not responsible for any personal items left unattended in the Black Box, its dressing rooms, or its storage facility.

**The theater is intended to have “studio” type productions without sets and built pieces. There is to be no painting in the theater. For further information, please see *Lerner Hall House Rules for Performance Venues*. Any fabrics used must be “certifiable” as being flame retardant. Proof of flame retardation must be submitted to the Manager of Media Services. General housekeeping of the theater is the responsibility of the Producer.**

***Technical Staffing:***

*Tech Rehearsal:* A House Tech will be assigned to a 2-hour call at the start and end of each Tech Rehearsal (for a total of 4 hours). Regular technical rates will apply. The House Tech will provide and assist in setting up the necessary equipment needed for the rehearsal (i.e., microphones, cables, Clear-Com, etc.). The technician will also conduct a brief training on the lighting and sound equipment.

**At the end of the Rehearsal, the House Tech will return to collect the equipment and return it to storage. The House Tech will evaluate the equipment and certify that no damage was incurred during the Rehearsal.**

A Technician will not be assigned prior to the Tech Rehearsal. Access to the Tech Booth will be limited to Tech Rehearsal and Performances only. The Manager of Technical Services must approve any other arrangements.

*Performances:* A House Tech will be assigned to each performance, at the standard rate. The Tech’s call time will coincide with the reservation time unless otherwise approved by the Manager of Technical Services.

***Restore:*** A House Tech will be present during the restore of the lighting plot. Based on the complexity of the show lighting plot, adequate restore time should be included with the sponsoring organization’s reservation. The standard rate applies.

**Safety Guidelines:** Safety Guidelines for Lerner Hall apply to all productions presented at the Black Box Theatre. Prior to the start of each production the Black Box is subject to inspection and addressing any safety concerns. This inspection will include a review of the aisle widths and a discussion of evacuation procedures in the event of an emergency.

## “EXIT INTERVIEW”

It is mandatory that sponsoring organization representatives and key production team members schedule a meeting with the Manager of Media Services and the Manager of Technical Services the next day following load-out. The purpose of this meeting is to provide a forum for feedback for all parties involved in this creative process, to review expectations and outcomes, and provide an opportunity for future growth.

***Policy and Procedure Guidelines Disclaimer:*** The Black Box Theatre will be modifying policies and guidelines over time in response to users’ needs. The Manager of Media, Performing Arts and Publications Production with the Office of Student Development and Activities will review these needs and periodically update programming policies and guidelines. SDA, with input from Lerner UEM, reserves the right to update this policy at any time..

## PUBLICATIONS ROOM

### FACT FILES 2007-2008 EDITION

***Mission:*** The Publications Room will serve as a resource to ABC-recognized undergraduate student organizations which have as their central mission the creation of periodic printed materials. The creation of this resource will support the mission of the Division of Student Affairs and the University in presenting enrichment opportunities through student organizations and their creation of publications available to the student body and University community.

***Description of the Space:*** *The Publications Room* is designed to provide student organizations a temporary home-workspace. It contains two desktop publishing stations, a large tabletop area for use in layout, and seating for both computer work and meeting/discussions. Additionally the room contains the *Publications Room Short-Term Storage*: a separate small storage space which will be used for short-term storage of publications when they are first received from the printer.

***Timing for the Publications Room:*** The intent is that organizations will use this room for the week leading up to their print deadlines. Publication groups will be assigned use of the space for one week at a time (date to be set through the reservation process, explained below). The group will have access to the Publications Room, during operation hours of the building, beginning at 12noon on Wednesday and will be required to vacate the room by 10am the following Wednesday. Organizations have full use of the Publications Room during this time, however they are required to save all data onto moveable media – the computer hard-drives in the Publications Room will be cleaned periodically and files saved locally will be deleted.

***Timing for the Publications Room Short-Term Storage:*** Attached to the work space is also a limited amount short-term storage of newly printed publications. In order to take advantage of this space, organizations need to notify the Manager of Media, Performing Arts and Publications Production of the anticipated date of arrival of their printed publications. When printed publications arrive at the SDA Office, the boxes will be date-stamped and will be allowed to be stored in the Short-Term Storage Area for 7 days (*and only 7 days*). After the 7 day period, any remaining boxes or publications will be removed from this space at the expense of the organization which printed them.

***Programming/Scheduling:*** Student Development and Activities is responsible for scheduling organizational use of the Publications Room and the Short-Term Storage Area.

## **RESERVATIONS OF PUBLICATIONS ROOM**

*Eligibility:* Any ABC-recognized undergraduate student organization of Columbia University may apply to use the Publications Room. Each student must have a 5<sup>th</sup> Floor logon.

*Proposal Submission.* Each potential user (undergraduate student organization) may apply for one week use of the Publications Room each semester. Reservation will be part of the pre-calendaring process. The contact person listed on the reservation request will be contacted by email with the result of the scheduling for the upcoming semester.

All effort will be made to give each organization their first choice week, but where conflicts arise, the date the request was submitted will be taken into account. Additionally, the track record of an organization, and over time, its respect and proper treatment of the Publications Room will also be taken into account.

The contact person listed on the Reservation Request needs to be an officer of the organization and is responsible for confirming the organization's intent to use the Publications Room during the week they are assigned as well as for making proper arrangements to gain access to that room during that week.

*Financial Responsibility:* The contact person and/or officers of the sponsoring organization are responsible for any and all incidents and damages arising from the use, damages to and liabilities for, the Publications Room during the period of habitation.

*Use of the Publications Room:* The Publications Room is a shared resource available to any ABC-recognized undergraduate group. Care and consideration of the facility, materials and equipment and overall security is expected.

Only the contact person for the organization may allow access to the Publications Room. The room must be locked anytime it is unoccupied, even for short durations. SDA is not responsible for any personal items left unattended in the Publications Room. The room is used at a student's own risk and all personal items should be secured.

### *Contact Information:*

Questions regarding proposals and use of the Publications Room and Short-Term Storage Space should be sent to David Milch, Manager of Media, Performing Arts and Publications Production, Student Development and Activities, 515 Lerner Hall, Ext. 4-1691, Fax 212-854-6972, dm2422@columbia.edu.

### **“EXIT INTERVIEW”**

It is mandatory that the contact person meet with the Manager of Media, Performing Arts and Publications Production upon vacating the Publications Room and removing all group and personal items from the room. The purpose of this brief meeting is to assess that the condition of the room at the conclusion of the group's use is the same as it was before the group's use.

***Policy and Procedure Guidelines Disclaimer:*** The Publications Room and Short-Term Storage Space is a new resource and will be developing policies and guidelines over time in response to users' needs. The Manager of Media, Performing Arts and Publications Production with the Office of Student Development and Activities will review these needs and periodically update programming policies and guidelines. SDA reserves the right to update this policy at any time.

# BARNARD COLLEGE SCHEDULING

FACT FILES 2007-2008 EDITION

## Successful Special Events Begin Here...

Special Events provides a range of event support services, including Space Reservations and Audiovisual Services. We will help you with your space set-up and arrange audiovisual equipment and support for your event. Our goal is to provide quality event support for students, faculty, and administrators.

The information in this handout is a quick reference for some of the frequently asked questions regarding space reservations, set-ups, and audiovisual support for events. Please refer to the sections listed below.

Step-by-Step Guide to Reserving Space and Audiovisual Services

Departments that Reserve Space

Frequently Asked Questions About Set-Ups

Including the types of set-ups that are possible and the capacity of each room

Audiovisual Services

## Special Events Contact Information

Special Events is located in 14 Milbank, on the basement level. We take space requests by phone, e-mail, or on a walk-in basis from 10:00 AM until 5:00 PM, Monday through Friday. We are also available at this time to help with your audiovisual requests for events.

*Special Events..... x4-8021*

*Fax Number.....212-854-5845*

*Space Reservations.....x4-7005*

*E-mail.....spaceres@barnard.edu*

*Audiovisual Services.....x4-3021*

*E-mail..... avservices@barnard.edu*

## Other Helpful Numbers/Websites

*Aramark Catering Services*.....x4-6653

*Website*..... [www.barnard.edu/dining/](http://www.barnard.edu/dining/)

*Facilities Services*.....x4-2041

*Nexus Website*.....[www.barnard.edu/nexus/](http://www.barnard.edu/nexus/)

*Safety & Security*..... x4-3362

*Call Safety & Security if the space you have reserved is not unlocked. On weekends or after 5:00 PM during the week, call the Security Dispatcher with any event set-up concerns; Security will contact Facilities to assist you.*

### *Step-by-Step Guide to Reserving Space and Audiovisual Services*

*Clubs recognized by the Student Government Association may reserve space and audiovisual services on the Barnard campus. Please contact College Activities or the Student Government Association to learn more about the club recognition process.*

*Below is a step-by-step guide specifically designed to help you through the process of reserving space and audiovisual services on the Barnard campus.*

*Step 1... Meet with your club advisor about your programming ideas.*

*Step 2... Complete the forms necessary for your event (see below for details).*

*Forms are on eBear for your convenience. To download forms from eBear click on the “Others” tab and then the “Special Events” tab. Forms are also available in our office in 14 Milbank and at College Activities in 102 Brooks.*

*In order to request space you must complete an Event Space Request Form. If you require a special room set-up – beyond having a door unlocked – please submit an Event Space Request Form a minimum of 10 business days prior to the event.*

*If you need a place to meet – and no set-up is required – you may submit an Event Space Request Form 3 business days prior to the meeting or activity.*

*If you require audiovisual services or support, you must complete an Audiovisual Service Request Form. Complete an Audiovisual Service Request Form for each event space requiring audiovisual support, e.g. microphone, LCD projection, background music. Audiovisual Service Request Forms are due a minimum of 10 business days prior to the event. Any form not received 10 business days in advance will be supported on an “if we can” basis.*



You must fill out an *Event Security Form* and meet with Security regarding your event if your event has been advertised off campus; if the event is a party or concert; if 150 or more guests are expected to attend; if money is being collected; and/or if alcohol is being served. Please note, if you plan to serve alcohol, your event must be registered with Lerner Administration under the University Alcohol Policy.

Take all completed forms to the club advisor for review and her/his signed approval. Remember to bring all forms to your advisor so you do not have to make a second (or third) trip!

**Step 3...** Once your forms are completed, with necessary signatures, bring them to Special Events a minimum of 10 business days prior to the event. You may submit them in person at 14 Milbank or fax them to 212-854-5845. At that time, we will help you with specific set-up ideas and discuss AV needs for your event.

Space is limited and there is a lot of activity throughout the year, so it helps to get your request in early! If a specific space is not available, we will work with you to find a comparable one or – if need be – find another date for your event. We will work with you to explore your options.

### **Departments that Reserve Space**

There are several departments at Barnard that reserve space. In order to make sense of who to go to for which space we have provided the following information.

### **Special Events**

The following event spaces, listed by building, are reserved through Special Events 12 months a year. We have also listed the maximum capacity and set-up options for each event space.

#### Barnard Hall

*Sulzberger Parlor – 3<sup>rd</sup> floor of Barnard Hall*

- Lecture (chairs facing a podium or table) – 80 people
- Buffet (seated meal with self-serve food) – 60 people
- Served (seated meal with food served by wait-staff) – 80 people

Portraits of Barnard presidents and founders hang in this room. It also has period furniture, a piano, and a fireplace.

*James Room – 4<sup>th</sup> floor of Barnard Hall*

- Lecture (chairs facing a podium or table) – 300 people
- Buffet (seated meal with self-serve food) – 180 people
- Served (seated meal with food served by wait-staff) – 200 people

While the James Room is a large space, it can be made more intimate by using shoji screens as room dividers; ask Special Events for more information.

#### Milbank Hall

*Ella Weed Room – 223 Milbank*

- Lecture (chairs facing a podium or table) – 50 people

There are chairs assigned to the Ella Weed Room that are not to be removed from the space. A Louis Comfort Tiffany fireplace is also in the room.

## Sulzberger Hall

### *Helene L. Kaplan Tower Suite – 17<sup>th</sup> floor of Sulzberger Hall – North Tower*

- Lecture (chairs facing a podium or table) – 50 people
- Buffet (seated meal with self-serve food) – 40 people
- Served (seated meal with food served by wait-staff) – 50 people

### *Helene L. Kaplan Tower Suite – 17<sup>th</sup> floor of Sulzberger Hall – South Tower*

- Lecture (chairs facing a podium or table) – 40 people
- Buffet (seated meal with self-serve food) – 30 people
- Served (seated meal with food served by wait-staff) – 30 people

If non BC/CU ID guests are invited to an event in the Sulzberger Tower, a guest list is required. Please give the list to Residential Life 24 hours prior to the event. If more than 20 guests are expected to attend, a member of your group must help identify guests at the Front Desk the day of the event.

## Outdoor Space

### *Lehman Lawn and Walkway*

## **Event Spaces Reserved Through Other Departments**

Requests for the following spaces must be directed to the individuals and/or offices listed below. They may have specific deadlines -- check to find out the details!

### *The Arthur Ross Courtyard (Quad Lawn)*

Contact Residential Life and Housing x4-5561.

### *Theatre Space (including the Minor Latham Playhouse and the Marion Victor Studio, 229 Milbank).*

Contact the Theatre Department's production manager at x4-2757.

### *Dance Studios*

Contact the Dance Department at x4-2995.

### *Art Studio*

Contact the Art History Department at x4-2118.

## **Classrooms**

Classrooms for weekend activities are reserved through Special Events. Classroom space requests for events during the week, Monday through Friday, cannot be considered for events until after the first 2 weeks of each academic semester; at that time contact Special Events.

Below is a list of classrooms by building. For selected classrooms, often used for events, capacity information is included.

## Altschul Hall 202, 303, 530, 805, 809, and 903

### *Lehman Auditorium – 202 Altschul Hall*

- Fixed seating – 227 people

There is a large, fixed science counter in the front of this room that cannot be moved.

Food is not allowed in the classroom.

Barnard Hall 202, 203, 302, 304, 403, 404, 405, 406, 407, and 409

*Julius S. Held Lecture Hall – 304 Barnard Hall*

- Fixed seating – 242 people

The podium is fixed on the south side of the stage and cannot be moved as it is hard-wired to the floor. The stage is only accessible by steps.

Food is not allowed in the classroom.

Lehman Hall 421

Milbank Hall 202, 207, 214, 225, 227, 237, 302, 306, 307, 318, 323, 324, 325, 327, 328, 405, and 501

*Krueger Lecture Hall – 405 Milbank Hall*

- Fixed seating – 111 people

Food is not allowed in the classroom.

Reid Hall

118 (Weber Living Room)

*Frequently Asked Questions About Set-Ups*

*Q. How many chairs fit around a table?*

*A. There are two types of chairs at Barnard; black folding chairs and chairs with arms. The number of chairs that fit around the table depends on which type of chair and table you choose.*

*6-foot rectangular table – used for registrations, panel discussions, food buffets, etc.*

*3 chairs fit on the long side (both types of chairs)*

*1 chair fits on the short side (both types of chairs)*

*60-inch round table*

*10 black folding chairs fit around the table*

*8 chairs with arms fit around the table*

*48-inch round table*

*8 black folding chairs fit around the table*

*6 chairs with arms fit around the table*

*Q. Are different podiums available?*

A. There are two blue Barnard podiums on campus. "BARNARD" is written in white letters in the center of the podium.

There are two wooden podiums on campus that can be moved to event locations. "BARNARD" is not written on these podiums.

Q. What is a lectern?

A. The standing lectern is similar to a music stand - it has a thin wooden shaft and a tilted surface on which papers may be placed.

There are also tabletop lecterns that may be placed on top of a table. Tabletop lecterns are often used at conferences and/or panel discussions when a more formal podium is not necessary.

Q. Do I need to request tablecloths?

A. If Aramark is catering your event, you can rent linens or purchase paper cloths from them. If you are self-catering your event, you will need to provide your own cloths. Also, if you are self-catering, you will need to clean up your food and trash after your event. Trash bags are available by request from Facilities during business hours, Monday – Friday, 9:00 AM – 5:00 PM.

The College has blue tablecloths and blue skirts that fit the 6-foot tables for the purpose of panel discussions, book-selling and book-signing tables, or registration. The College's blue cloths should not be used on food tables – grease can stain the cloths.

Q. Do I need to make a note that food will be served if I am using an outside caterer?

A. The Events Space Request Form asks if there will be food served at the event. If you are serving food, mark "yes" regardless of whether or not your event is being catered by Aramark. This information helps us make sure you have requested enough tables!

### *Audiovisual Services*

Special Events provides audiovisual equipment and technical support for events on the Barnard College campus. Because many of our events requiring AV are supported by Student AV Technicians, it is important to have enough lead time to ensure that we can provide proper support.

If your event requires AV equipment and/or technical support, please complete both an Event Space Request Form and an Audiovisual Service Request Form. Completed Audiovisual Service Request Forms must be received by Special Events a minimum of 10 business days prior to the event. Any AV Service Request Form not received 10 business days in advance will be supported on an "if we can" basis.

Student clubs are not charged for AV services or support unless AV equipment or technical support needs to be outsourced. Late fees (for requests received with less than 10 business days notice) and cancellation fees (for cancellations received with less than 24 hours prior to the event) may be applies.

If a club has an AV need that comes up less than 10 business days prior to the event, visit College Activities in 102 Brooks or e-mail [activities@barnard.edu](mailto:activities@barnard.edu) to reserve and borrow any of the following pieces of equipment: karaoke machine; boom box; traveling P.A. system; megaphone; or walkie-talkies. Please note that if you are using the karaoke machine you must notify AV Services 10 business days in advance as you will need our support to amplify the sound!

If you are unsure of your AV needs, don't hesitate to schedule a meeting with an AV Technician x4-3021 or e-mail [avservices@barnard.edu](mailto:avservices@barnard.edu). Bring us ideas about what you would like to achieve, and we'll let you know if it is possible, make suggestions, and help you get there!

## **AUDIOVISUAL TIPS AND INFORMATION FOR EVENT ROOMS AND SELECTED CLASSROOMS LISTED ALPHABETICALLY BY BUILDING**

### Altschul Hall

#### *Lehman Auditorium – 202 Altschul Hall*

- Good for PowerPoint presentations and video projection.
- Multimedia integrated classroom – AV equipment and computer built into this system.

### Barnard Hall

#### *Julius S. Held Lecture Hall – 304 Barnard Hall*

- You will need to request microphones in this room.
- Good room for PowerPoint presentations and video projection.
- Multimedia integrated classroom – AV equipment and computer built into the system.

#### *Sulzberger Parlor – 3<sup>rd</sup> floor of Barnard Hall*

- If audience faces Broadway, a microphone is usually not needed.
- Good for PowerPoint presentations and video projection.
- Piano in room.

#### *James Room – 4<sup>th</sup> floor Barnard Hall*

- You will need to request a microphone in this room.
- Good for PowerPoint presentations and video projection.
- Fixed screen on the north wall of the room.

### Milbank Hall

#### *Ella Weed Room – 223 Milbank*

- No microphone is needed in this room.
- Good for PowerPoint presentations and video projections.

#### *Krueger Lecture Hall – 405 Milbank Hall*

- No microphone needed in this room.
- Good for PowerPoint presentations and video projection.
- Multimedia integrated classroom – AV equipment and computer built into the system.
- Piano in room.

### Sulzberger Hall

#### *Helene L. Kaplan Tower Suite – North and South – 17<sup>th</sup> floor of Sulzberger Hall*

- No microphone needed in these rooms.
- A boombox is sufficient for music. No music permitted after 10 PM since students live below.
- In the North Tower there is a fixed screen on west wall. Orient chairs to face the screen if projecting images.
- During bright daylight we do not recommend this space for video projection (e.g. PowerPoint). Handouts may be appropriate.

### **Media Services**

Media Services is a separate office from Special Events. They provide equipment and services related to academic instruction and they support Sloate Media Center. For more information about their services, contact Media Services directly at x4-2418 or see the website [www.barnard.edu/media](http://www.barnard.edu/media).

## **TEACHER COLLEGE**

### **FACT FILES 2007-2008 EDITION**

If you are a student, faculty or staff member of Columbia University and would like to request a room for a community based event, you are eligible to reserve a room at Teachers College. Room Rental Agreement form is available at [www.tc.columbia.edu/administration/room-assignments/agreement.doc](http://www.tc.columbia.edu/administration/room-assignments/agreement.doc) and can be returned to the Office of Room Assignments either in person (150 Horace Mann) via fax at (212) 678-3005, or by mail at Office of Room Assignments, Teachers College, Columbia University, Box 173, 525 W. 120th Street, New York, New York 10027.

More information at: <http://www.tc.columbia.edu/administration/room-assignments/>

## **MILLER THEATRE**

### **FACT FILES 2007-2008 EDITION**

Miller Theatre is available both to outside organizations and to members of the Columbia community at reduced rates to the departments of the University and its affiliates. For more information or to discuss the details of your event, contact the Production Coordinator at (212) 854-6205 or by email at [err2117@columbia.edu](mailto:err2117@columbia.edu).

Ask your Student Affairs Advisor about the Miller Theatre Fund.

More information at: <http://www.millertheater.com/About/RentingTheater.aspx>

## **JEWISH THEOLOGICAL SEMINARY**

### **FACT FILES 2007-2008 EDITION**

Student organizations that wish to book space at JTS should lease contact Rosario Velez at (212)678-8095 for more information.

## UNION THEOLOGICAL SEMINARY

FACT FILES 2007-2008 EDITION

The Seminary welcomes space reservations for conferences, retreats, business presentations, board meetings, dinners, and weddings. In-house catering is also available from Showstoppers.

For information about using Seminary contact Michael Orzechowski at (212) 280-1301 or [morzechowski@uts.columbia.edu](mailto:morzechowski@uts.columbia.edu).

## BROADWAY PRESBYTERIAN

FACT FILES 2007-2008 EDITION

Its Sanctuary, Parish Hall, Gymnasium and Recreation Room are used for a variety of meetings, worship services, classes, social programs, receptions, rehearsals, performances, sporting events, exercise groups, meals, TV and movie production holding areas, and more.

To discuss your space rental needs and for current rates, please contact Sharon Ellman at [sharon-chasebpc@aol.com](mailto:sharon-chasebpc@aol.com) or by phone at (212) 864-6100, ext. 114.

## RIVERSIDE CHURCH

FACT FILES 2007-2008 EDITION

Organizations and individuals looking to hold receptions, concerts, rehearsals, conferences, video productions and meetings in a unique public space can do so at The Riverside Church.

For information, call Denise Woods, Director of Rental Management, at (212) 870.6766 or email [dwoods@riversidechurch.net](mailto:dwoods@riversidechurch.net)

For Theater Rentals, please call Jewel Kinch at (212) 870.6877 or email [jkinch@riversidechurch.net](mailto:jkinch@riversidechurch.net)

## CASA ITALIANA

FACT FILES 2007-2008 EDITION

For questions about rentals or to arrange a rental please contact:

Rick Whitaker at 212 854 1623 or email at [rw2115@columbia.edu](mailto:rw2115@columbia.edu). With a brief description of your event.

## WORLD ROOM AT THE SCHOOL OF JOURNALISM

FACT FILES 2007-2008 EDITION

For information about renting the World Room in the School of Journalism email the facilities manager Barbara Fasciani at [bf55@columbia.edu](mailto:bf55@columbia.edu).

## LOW ROTUNDA

FACT FILES 2007-2008 EDITION

There is no cost to use space at Low Library. However, there are significant Facilities Charges and rental costs, which can be very expensive. Students should consult with their advisor before deciding on Low as a venue for an event. See the insert on “Facilities Management” included in Fact Files for more information on potential costs.

Security is another cost students should consider when planning their event. It is important to review Security protocols. Advisors serve as great liaisons to other University offices and they should be included in your event planning process early on. Final costs for security are decided on at the final Safety and Security Meeting before the event. One guard is required for the front door, as well as certain other points in Low such as the Balcony, and sometimes the 3rd and 4th levels as well, depending on the number of guests and whether or not alcohol is being served.

It should be noted that President Bollinger has a program that is run by University Programs and Events called the World Leaders Forum (WLF). These events usually take place at Low and take precedence over all other events. Because of the impromptu nature of the events planned through the WLF, groups may have their events rescheduled at a moment’s notice. This should also be taken into consideration if you are considering utilizing Low Library as a venue. Please note that this policy is not just for student groups but applies to any Columbia Affiliate reserving the space for programming. Though it has not happened often in the past, student groups should be aware that no booking in Low Library is ever 100% guaranteed.

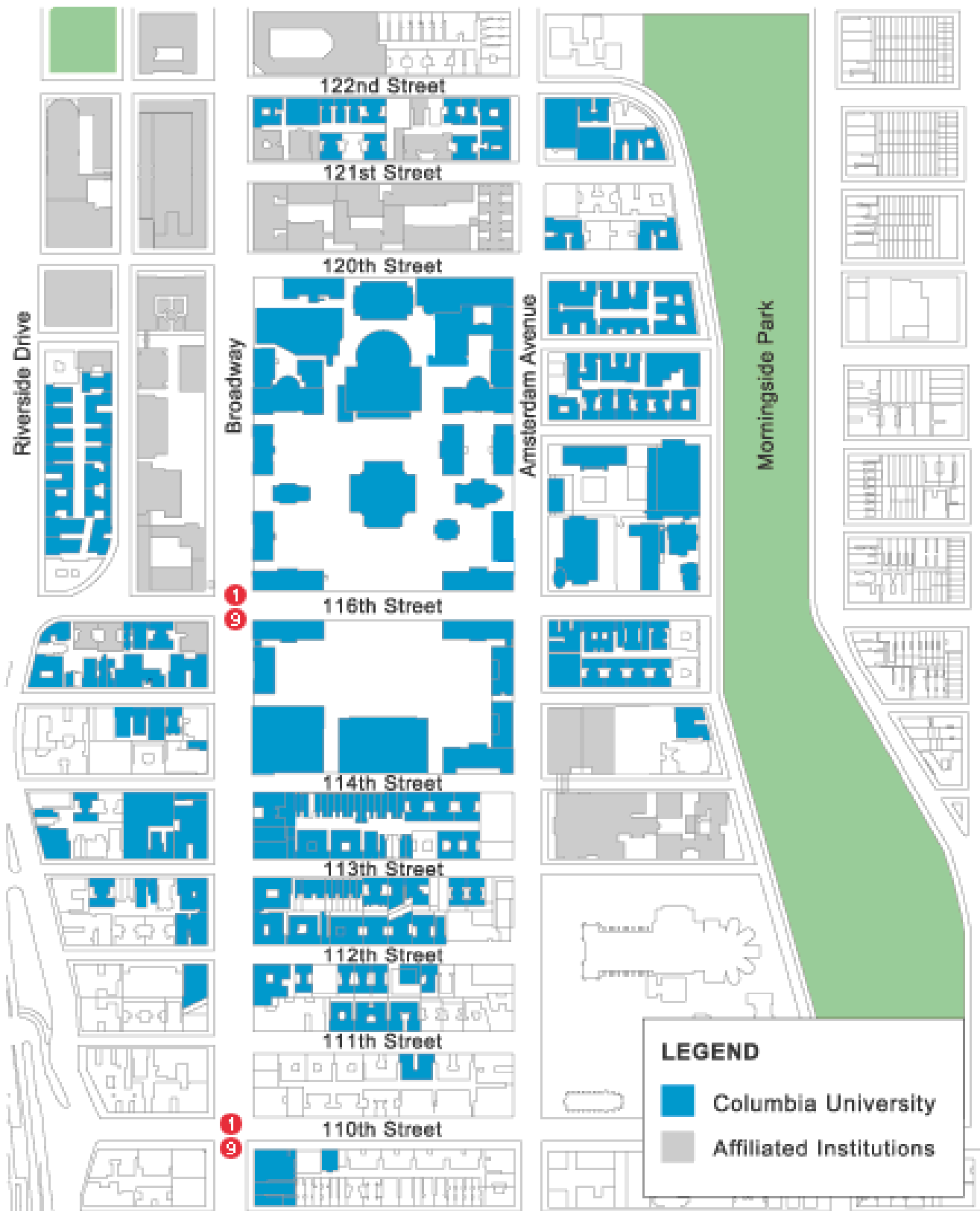
Reservations for Low Library are taken on a first come first serve basis. All requests should be sent to [lerner-hall@columbia.edu](mailto:lerner-hall@columbia.edu) or faxed to 854-5840. You can also see any of the event planning staff to make a reservation. The Venue Manager is Joe Sabbat and his number is 212-854-1874 or [js2588@columbia.edu](mailto:js2588@columbia.edu).

Generally the Rotunda can accommodate 450 persons theatre style for a lecture, and 400 persons for a sit down dinner at 8 person round tables.



# MAP

FACT FILES 2007-2008 EDITION



# Events

## **LERNER TECH**

**FACT FILES 2007-2008 EDITION**

University Event Management has a full-time Manager of Technical Services who is available to assist groups and individuals in fulfilling technical needs of an event. Lerner is equipped with a large inventory of theatrical equipment, in addition to advanced audio-visual equipment (see Audio-Visual Services section). A complete list of equipment and their rental fees can be found on the Technical Services Request in the University Event Management Office.

Lerner Tech Requests can be submitted online at: <http://wwwb.ais.columbia.edu/lerner/TechnicalRequest.jsp>

## **FURNITURE REQUESTS**

**FACT FILES 2007-2008 EDITION**

University Event Management utilizes Furniture Request Forms from student organizations to better understand your logistical needs for rooms reserved in Lerner Hall.

Furniture Request Forms can be submitted online at: [http://wwwb.ais.columbia.edu/lerner/RequestFor Service.jsp](http://wwwb.ais.columbia.edu/lerner/RequestForService.jsp).

Please see Facilities/Special Events for Furniture Requests outside of Lerner Hall.

## **OUTDOOR SOUND POLICY**

**FACT FILES 2007-2008 EDITION**

University Policy prohibits excessive noise amplification during business hours. Exceptions for limited amplification can be made between 12 noon and 2pm. Please see your Student Affairs advisor for more information.

## **TICKET ORDERING FOR EVENTS**

**FACT FILES 2007-2008 EDITION**

There are a couple options for student organizations that are holding large scale events that may require ticketing. Please contact your student affairs advisor for more information.

## FACILITIES/ SPECIAL EVENTS

FACT FILES 2007-2008 EDITION

Student Organizations can utilize the services of Special Events/Facilities for events that take place outdoors, in classrooms and in various buildings on campus. All classroom space is to be used on an **as-is** basis. Student organizations are fully responsible for cleaning and leaving the room in the condition in which it was found. Furniture requests for Outdoor space and Residence Hall Lounges can be arranged with Alfred Lerner Hall. All other Furniture request must be made with Facilities/Special Events.

The following is a list of **chargeable expenses**: *Furniture Rentals (tents, tables, chairs, dividers, easels, linens, etc), all materials, parts, vendors which/who are involved in the event preparation and vertical transportation assistance.* The following is a list of **non-chargeable** expenses: *All custodial, electrical, plumbing, carpentry, labor, masonry, painting, grounds, waste management and locksmith support required before, during or after an event.* Such arrangements should be made following consultation with your advisor. Forms for Facilities requests can be found in your advising office.

You should talk to your Student Affairs advisor before you reserve services.

## CAMPUS AUDIO AND VISUAL

FACT FILES 2007-2008 EDITION

The Columbia University Audio Visual Department can assist you in all your technological needs outside of Lerner Hall. The department is located in 111 Mathematics and can be reached at 212-854-3189. Please remember that all their services are chargeable and you will need to provide your organizational account number.

For more information, please see their website at: <http://www.avservices.columbia.edu/>  
You should talk to your Student Affairs advisor before you reserve services.

## UNIVERSITY CATERING

FACT FILES 2007-2008 EDITION

### **Columbia University Catering**

Columbia caters student organization events (including providing coffee and hot water urns); offers set-up and clean up services; and is willing to work within any budget. Once you have reserved a space for your event, standard orders may be placed in one of three ways for your convenience:

Telephone: 212.854.4630

Fax: 212.854.5840

E-Mail: [catering@columbia.edu](mailto:catering@columbia.edu)

Once catering has received your order, you will be sent a fax confirmation to your advising office. This will give you the opportunity to look over your order and make any necessary changes. It is necessary to have your advisor sign off on the order and fax it back to Columbia University Catering. Columbia Catering suggests a personal meeting to discuss all special events. Before making any catering arrangements, consult with your advisor and obtain budgetary authorization.

University Catering does have “first right of refusal” for large events. See your advisor.

## ORDERING BULK METRO CARDS

FACT FILES 2007-2008 EDITION

### HOW TO ORDER BULK METROCARDS

#### **MetroCard Contact Info:**

Metrocard Sales: 1-888-345-3882

Fax: 718-694-1513

John Sparro: 718-694-3245

#### **Ordering MetroCards:**

1. Call John Sparro at the MetroCard Office (718-694-3245) as early as possible, preferably 6 to 8 weeks in advance.
2. Explain that you are a Columbia student group and you would like to pay by check (even though SDA's account is set up as a credit account).
3. Give him SDA's merchant number (*Columbia-Stud Develop & Actvts, Customer #CC6972*).
4. As a favor to you, he may place the order for you without being pre-paid. Allow 1-2 weeks for shipping.
5. Make sure he faxes you the invoice after he submits the order, so Columbia can prepare the check.
6. Prepare an E-form for the total cost. Check the "HOLD FOR PICK UP" box on the E-form. This will tell Columbia you want the check set aside when it is ready (allow 4 weeks for the check to be prepared)

You must pick up the check and personally mail it to:

**MetroCard Sales  
NYC Transit  
General Post Office, P.O. Box 26133  
New York, NY 10087-6133**

This is because Columbia tends to send one large check to the MTA for a lot of student groups' MetroCard orders at once, which slows down the ordering process. Be sure to include with the check the invoice from the MTA, as well as the E-Form.

Please see your advisor if you have any questions about this process.

## OUTDOOR BBQ WITH GRILLS

FACT FILES 2007-2008 EDITION

Barbecue grills are available for rental from an advisor approved vendor. Payment for the rental fee can be made by E-form. The club must arrange for rental through their Student Affairs advisor.

Student Affairs staff are not responsible for arranging or meeting delivery or pick-up of grills. Student organizations are responsible for such arrangements.

Student organizations must have a fire extinguisher present when using a grill on campus. Please see your advisor for more information on procuring an extinguisher.

## PUBLIC SAFETY AND EVENT REVIEWS

FACT FILES 2007-2008 EDITION

For events requiring Columbia security guards, arrangements can be made with Lerner Hall staff, in consultation with your advisor. Most events requiring security are covered under the Security Fund. Your Student Affairs Advisor will request an Event Review with appropriate University stake holders if your event requires a high level of security. Please see your advisor for more information.

## PARKING

FACT FILES 2007-2008 EDITION

If a student organization would like to have event related materials loaded/unloaded from a vehicle on College Walk they are able to do so by sending a request via email to John Murolo, Director of Public Safety, at [jjm274@columbia.edu](mailto:jjm274@columbia.edu). In the email please include the date and time that the vehicle will arrive at College Walk, what is being loaded/unloaded, a description of the vehicle, and what company it is. Parking on College Walk is prohibited at all times. If your organization truly feels as though they have unique circumstances they can contact Mr. Murolo for information regarding an exception.

If you would like to arrange parking for a speaker or guest for an event in one of the University's parking facilities, please contact Eddy Erisnor at 212-854-3069 or via email at [ee171@columbia.edu](mailto:ee171@columbia.edu). For more information, you can also contact the Parking office at 212-854-5508.

## RISK MANAGEMENT

FACT FILES 2007-2008 EDITION

Please see your advisor if your event has the potential for physical risk or potential hazard.

Student organizations are responsible to all New York State laws, New York City Ordinances and University policies regarding risk management as published in Facets.

## MOVIE POLICY

FACT FILES 2007-2008 EDITION

Commercial films and television shows are protected by copyright law, and may not be shown in any public setting on campus without first obtaining a public performance license from the copyright owner. A public setting is any venue on campus outside of an individual student's dorm room. (Students who rent or buy films on videotape or DVD may view those films privately in their dorm room.) Even if an event is restricted to a certain group of students, such as members of a particular club, a license must be obtained in order to show a film or television show at the event. These copyright restrictions apply whether or not a fee will be charged for admission to the event.

Rights for public performance must be secured within 10 days of the scheduled event. Proof of license must be submitted to both the advising and or event management office. Failure to provide the timely submission of proof of license will lead to the cancellation of the space reservation and the subsequent event.

Student organizations found in violation of the law and University policies described above will risk de-recognition and could be subject to other penalties.

### HOW TO CLEAR A MOVIE FOR 'MOVIE NIGHT' IN LERNER HALL

- (1) **CHOOSE YOUR MOVIE.** In this connection, there are two principal companies who license films on behalf of the film companies: Swank Motion Pictures (<http://www.swank.com>) and Criterion Motion Pictures (<http://www.criterionpicusa.com>). The websites for these companies list the films they represent and provide contact information. If the film or show that you wish to license is not listed on either of these websites, set forth below is information as to how to clear the rights:
- (2) **LOOK AT THE PACKAGING BOX THE DVD/VHS MOVIE COMES IN.**
- (3) **FIND THE COPYRIGHT NOTICE. THIS IS USUALLY WRITTEN © [DATE].**  
Examples: © 1981 or © 2004
- (4) **LOCATE THE COMPANY NAME THAT APPEARS WITH THE © SYMBOL**  
Example: 20<sup>th</sup> Century Film Corporation  
Sony Picture Entertainment  
MCA, Inc.  
MGM/United Artists  
Universal  
Paramount Pictures Corporation  
Warner Bros.
- (5) **GO ON THE INTERNET AND LOCATE THE HEADQUARTERS OF THE COMPANY. THIS INFORMATION IS OFTEN FOUND IN THE "CONTACT US" SECTION OF A WEBSITE.**
- (6) **CALL OR EMAIL THE COMPANY WITH YOUR REQUEST. WEBSITES [ESPECIALLY CORPORATE WEBSITES] OFTEN HAVE A SECTION WHERE YOU CAN SEND AN EMAIL. YOU SHOULD PROVIDE THE FOLLOWING INFORMATION:**
  - (A) **THE MOVIE YOU ARE INTERESTED IN SHOWING.**  
Example: Matrix

- (B) IS YOUR COPY A DVD OR A VHS TAPE?  
Example: "We are renting a DVD copy of your great movie and showing it on a television monitor."
- (C) THE PLACE YOU ARE SHOWING YOUR MOVIE.  
Example: Alfred Lerner Hall Room 477  
2920 Broadway  
New York, NY 10027
- (D) THE DATE YOU ARE SHOWING YOUR MOVIE.  
Example: December 7, 2005 at 8:00 pm
- (E) THE ANTICIPATED SIZE OF YOUR AUDIENCE.  
Example: Either the Room Capacity or the expected attendance.
- (F) WHETHER YOU ARE CHARGING ADMISSION  
Example: Admission free to our group members.
- (G) THE NAME OF YOUR GROUP  
Example: The 'We Like to Show Movies' Club  
Activities Board of Columbia-recognized group.
- (H) YOUR NAME and CONTACT INFO
- (I) YOUR ADVISOR'S NAME AND CONTACT INFO WITH A FAX #  
Example: xxxxxxxxxxx, Advisor  
Tel: (212) 854-XXXX  
Student Development & Activities  
515 Alfred Lerner Hall, MC 2601  
2920 Broadway  
New York, NY 10027  
FAX: (212) 854-6972
- Example: xxxxxxxx, Advisor  
Tel: (212) 854-XXXX  
Office of Multicultural Affairs  
401 Alfred Lerner Hall, MC 2607  
2920 Broadway  
New York, NY 10027  
FAX: (212) 854-9801

(7) IF THE COPYRIGHT OWNER GRANTS YOUR REQUEST, IT WILL GENERALLY BE FOR A FEE IN THE RANGE OF \$300 - \$500. IF THE COPYRIGHT OWNER DENIES YOUR REQUEST, YOU WILL NOT BE ABLE TO SHOW THE FILM IN QUESTION AT THE EVENT.



## COPYRIGHTED MATERIAL

FACT FILES 2007-2008 EDITION

All copyrighted materials such as plays and songs will require permission from the copyright holder on file with your Student Affairs advisor. Please see your advisor for more information about this process.

## UNIVERSITY LICENSING GUIDELINES

FACT FILES 2007-2008 EDITION

### Licensing Guidelines

#### **PURPOSE:**

The Trademark Program was established in order to protect and control all uses of Columbia University trademarks throughout the world. The retail merchandise program is operated out of the Office of Business Services. Through carefully established procedures, the Trademark Program grants licenses to qualified manufacturers worldwide to produce a variety of Columbia University insignia items for sale to the public. In return, the licensed manufacturers pay the University royalties for their licensing rights.

The Trademark Program also helps Columbia University departments, schools, affiliates and officially recognized Columbia student groups, if they wish to have Columbia insignia goods produced for promotional use or uniforms.

#### **MISSION:**

- To ensure proper use and application of Columbia University trademarks.
- To strengthen the trademarks through relationships with retailers, licensees, campus departments, student organizations, alumni, and fans.

To ensure that manufacturers adhere to the University's manufacturing Code of Conduct when creating emblematic merchandise.

#### **DEFINITION:**

A TRADEMARK is a word, phrase, symbol or design, or combination of words, phrases, symbols or designs, which identifies and distinguishes the source of the goods or services of one party from those of others.

#### **WHAT ARE COLUMBIA'S TRADEMARKS?**

Images, logos, word marks, designs and other branded items are trademarks owned by the Trustees of Columbia University. The proper usage of Columbia University trademarks are intended to protect and promote the reputation of the University.

Columbia™  
Columbia College™

The various Columbia University school names, their respective shields and several other marks and graphics, such as Columbia's athletic logo, the Lion.

### **WHO CAN OR SHOULD BECOME LICENSED**

Licenses must be obtained for the use of any Columbia University trademark, image, or photograph used on any packaging (including hangtags, stickers), signage, or product sold to the general public or to campus departments and organizations. In addition, promotional licenses must be obtained by companies or organizations wanting to associate with the University through any use of its trademarks.

The University will not license products that do not meet minimum quality standards, are not in good taste, or items considered dangerous or high risk.

### **CODE OF CONDUCT DISCLOSURE:**

The University Senate, External Relations Committee, <http://www.columbia.edu/cu/senate/>, established policy regarding labor standards for Columbia Licensees and created a Code for Workplace Conduct. In addition, Columbia University is affiliated with The Workers Rights Consortium (WRC) and The Fair Labor Association (FLA).

The WRC, <http://www.workersrights.org>, is a non-profit organization created by college and university administrations, students and labor rights experts. The WRC's purpose is to assist in the enforcement of manufacturing Codes of Conduct adopted by colleges and universities; these Codes are designed to ensure that factories producing clothing and other goods bearing college and university names respect the basic rights of workers. There are more than 100 colleges and universities affiliated with the WRC.

The FLA, <http://www.fairlabor.org>, is a non-profit organization combining the efforts of industry, non-governmental organizations (NGOs), colleges and universities to promote adherence to international labor standards and improve working conditions worldwide.

All licensees must adhere to ethical business practices, as well as standards related to quality, reliability and cost. In doing so, workers producing University licensed goods are expected to work in humane and safe conditions and receive fair wages. Licensees are expected to provide a safe and healthy work environment for all employees as well as adhere to applicable limitations on child labor, and prohibitions on the use of forced labor. It is the University's expectation that all licensees complete a disclosure form that provides information about their manufacturing processes prior to producing University-related products.

### **GUIDELINES FOR USE/ COMPLIANCE:**

Columbia University has contracted with the Licensing Resource Group (LRG), which monitors and works to ensure consistency, compliance and quality of our logos and marks. Founded in 1991 with three clients, LRG has grown to more than 65 member institutions plus conferences and special properties.

## **APPROVAL/ PRODUCT APPROVAL**

Reproduction of any images, word marks, designs or other branded items may not be used without a written contract from or express consent of an authorized University representative.

All artwork approvals and re-print requests must be submitted by e-mail to Honey Sue Fishman at hf2021@columbia.edu in either a .PDF or .JPEG format. When submitting graphics, please list the following information: product, gender, size range, typeface, pantone colors, channel of distribution and estimated ship date. Please call (212) 854-6862 for further information.

## **GAMES OF CHANCE**

**FACT FILES 2007-2008 EDITION**

**Registration of Event:** Clubs/organizations who desire to hold an event that includes any form of gambling must complete the “Games of Chance Request Form” located in the Office of Student Development & Activities (SDA) and the Office of Multicultural Affairs (OMA). The completed form is to be submitted to the SDA or OMA advisor no later than 10 business days prior to the event.

**Educational Requirement:** The event coordinator or student leader taking responsibility for the event must meet with their SDA or OMA advisor to complete the Policy and Procedure training for event that include gambling. The training will include a complete review of the logistics of the event.

**Continuing/Re-occurring Events:** All clubs/organizations with re-occurring events that involve gambling must go through an educational workshop before programming each semester. Clubs/organization should contact their advisor to arrange the workshop. Club/organization members are responsible for the education of new members.

**Approval of Event:** At the completion of all required paperwork and training sessions, The Office of Student Development and Activities and the Office of Multicultural Affairs holds sole discretion for final approval of the event.

**Use of Cash:** No cash is to be exchanged during an event that includes gambling. The only exception is when participants pay an entry fee for event and those funds collected to cover the cost of the event, or to purchase prizes (see description of appropriate prizes). Clubs and organizations are subjected to all cash handling policies.

**Leveraging & “chances”:** The entry fee covers all leveraging and chances. No additional chances or bets can be purchased during the event. Further, personal items cannot be used for the purpose of leveraging or “chances”.

**Prizes:** If clubs/organizations choose to provide prizes as incentives for participation, all prizes must be material and follow the following guidelines:

All prizes must be purchased prior to the event and must be approved by an SDA/OMA advisor. The inventory and distribution of prizes must be completed with the SDA or OMA advisor.

All prizes must be listed in the advertisement of the event that includes gambling.

Cash-equivalent or credit card-equivalent prizes are not allowed.

Gift certificates must be from stores that do not partake in the sale of contraband, regulated, or illegal substances and materials (i.e., alcohol, tobacco, firearms, pornography).

**Sponsorships:** Sponsorship and/or donations by outside companies are permitted with the except from those entities that are alcohol, tobacco, or gambling companies.

**Venue:** All events involving gambling must remain on campus.

**Alcohol:** Alcohol is not permitted at events that include gambling and re-occur through the semester.

## ALCOHOLIC BEVERAGES AND UNIVERSITY POLICY

FACT FILES 2007-2008 EDITION

### UNIVERSITY ALCOHOL POLICY OVERVIEW

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse and that complies with state laws and regulations governing alcoholic beverages involving University activities. Therefore, the University has developed the Alcohol Policy implementation procedures and mandatory training programs for students who plan events with alcohol.

**Deciding Whether to Serve Alcoholic Beverages at an Event:** If your organization is considering serving alcoholic beverages at an event, think about why you want to do so. Your event must have a social, educational, or cultural theme, and may not have the availability of alcohol as a focus. Essentially, your event should be able to stand on its own with or without alcohol; if its success seems dependent upon serving alcohol, you need to reconsider your event in its entirety.

**What You Need to Know:** If you believe that serving alcoholic beverages would be an appropriate component of an event, you are expected to have undergone University alcohol policy training and to understand fully both New York State law pertaining to alcohol and Columbia University's alcohol policy and procedures. The University alcohol policy describes minimum standards that apply to all University functions, regardless of whether they are held on-campus or off-campus. Departments and facilities may add additional requirements and conditions. Your advisor's approval and your adherence to University policy are required for all events, on or off-campus.

## When Serving Alcoholic Beverages at any Event, You Must Complete These 6 steps:

**1) Reserve the space in which the event will be held—indoors or outdoors.** This should be done well in advance of your event: you should not wait for the Alcohol Registration process to be completed. Because the event must be able to stand alone without the aid of alcohol, space reservations should not be determined by approval of an alcohol event.

**2) Have two club officers of legal drinking age who will coordinate the event. One officer will serve as the Alcohol Manager (AM) and the other as the Event Manager (EM). Both the EM and the AM should be trained by the University in planning events with alcohol.** Participation in one of the training sessions offered by the University is mandatory for these officers. Clearly, substantial forethought is required to be sure they are trained in advance of seeking approval for the event. The EM and AM who will represent your group must attend training during the current academic year and be at least twenty-one years of age. For more about EM and AM responsibilities, turn to page 38. Please note that these training sessions only occur at the beginning of each semester. **Lerner Hall Administration is the office that manages the alcohol policy and training. Check their website for training dates and policy updates. <http://www.columbia.edu/cu/lernerhall/>**

**3) Obtain your advisor's approval for the event and complete an Alcohol Registration Form at least ten days in advance.** The University requires that all events comply with its Alcohol Policy and that your event be approved by your group's advisor and the Office of Student Activities or the Office of Multicultural Affairs if it will be:

- ◆ held outdoors on University property, or
- ◆ open to the University community, or
- ◆ funded with University funds, or
- ◆ attended by more than fifty guests, or
- ◆ entailing the exchange of money for *any reason*.

The University alcohol policy requires that your EM speak with your advisor about any event at which alcohol is to be served. The policy's requirements are not placed solely on your group, however, but also on your advisor, who is required to discuss the event in detail with you prior to deciding whether to approve the event. Among the details that must be discussed are attendance, proctoring, health issues, availability of food and non-alcoholic beverages, the quantities and types of alcohol to be served, monitoring of the drinking age, and event management.

If your advisor approves the event, you may complete the registration process:

- ◆ Obtain and complete a registration form from Student Activities and obtain your advisor's signature, affirming that you and your advisor have discussed and agreed upon the terms of the event described on the form. Include the account number to be charged for proctors.
- ◆ Submit the approved application to your advisor *at least two weeks prior to the event*.

Your advisor will review your application, determine how many proctors should be assigned, direct you to apply for a Temporary Beer and Wine Permit if money will exchange hands in any way at the event, and inform you whether the event has been given final approval.

**4) Clear all arrangements in advance with the coordinator of the facility at which your event is scheduled.** Many areas often have additional requirements of their own for events with alcohol, some of which may take weeks to complete. Be sure to determine this well in advance of the event, so that you are not faced with last minute problems.

**5) Obtain a temporary beer and wine permit if money will be exchanging hands at the event for any reason.**

The New York Alcoholic Beverage Control Board requires that a temporary beer and wine permit be secured whenever money will exchange hands *for any reason* at a function in an unlicensed premise at which beer and wine will be served. (Licensed premises at Columbia, including the Faculty House, operate under the terms of their own licenses.) The unlicensed sale of alcoholic beverages is strictly prohibited. Hard liquor may not be sold in an unlicensed area nor dispensed with a temporary beer and wine permit. Lerner Hall administration has a temporary permit which covers events in Lerner; however, for alcohol events with a cash element outside of Lerner you must obtain a permit.

- ◆ **Obtaining permits:** Temporary (one day) permits allowing the sale of beer and New York State wines within a specific designated area may be obtained from the New York Alcoholic Beverage Control Board. Its office is presently at 11 Park Place, New York City, and they generally require two weeks to obtain a temporary license, good only for a single event. The University will assist your group in applying for this license through Student Activities. With the approval of your advisor and at least two weeks prior to the event, your group's representative must:
  - ⇒ Obtain a letter from your advisor certifying that your group is a registered Columbia organization and specifying the date, time, and place of the function.
  - ⇒ Complete an application for a license.
  - ⇒ Obtain a certified check or money order for \$25.00, payable to the New York State Liquor Authority.
  - ⇒ Hand deliver all of this to the New York Alcoholic Beverage Control Board, 11 Park Place, New York, New York between 9:00 am and 4:00 p.m. Monday through Friday. If approved, the temporary beer and wine permit will be mailed to you, or you will be called to pick it up. In recent years, this has taken a minimum of approximately ten business days..
- A copy of your temporary permit should be given to your advisor *five days prior to the event*. The permit itself must be displayed at your event.

**6) Abide by the University alcohol policy and the terms of the approval of your event.** Failure to do so may prevent your organization from holding events with alcohol in the future.

## **Policy Specifics**

### **Finalizing an Event**

Once your advisor has approved the event, the Temporary License has been applied for, the space requested, and all planning initialized, you should ensure that your event has been registered with University Event Management (UEM). This step is crucial to finalizing your event. If the event is not registered with UEM, your group risks cancellation of the event. You should meet with UEM administrators early on in your planning process to guarantee your event will take place and to ensure that registration has taken place properly.

### **Expectations of Event Managers**

- The Event Manager (EM) is the person primarily responsible for overseeing the whole coordination of an event, serves as the first point of contact in the case of an emergency/crisis. The EM identifies the problem, assesses the situation and connects with the appropriate support resource (i.e. alcohol manager, proctor(s), venue manager, security guard, etc.) in the event that the situation becomes too much for the student manager to handle. For a Barnard venue, in the case of an emergency, the EM initially contacts the Barnard Security Supervisor on duty.
- The EM arrives to the event 1/2 hour before the start to meet with the proctors and if possible other support

personnel (i.e. venue manager, security, etc.), for introductions and event briefing. During that briefing, the proctor is responsible for identifying the proctoring team, the venue manager, and the location of the security details; the EM will be responsible for identifying the alcohol manager, the bartenders, and additional student supports.

- The EM **must not** consume alcohol prior to and through to the conclusion of the event—including the wrap up.
- The EM must be present for the entire duration of the event—including wrap up and event conclusion.

### **Expectations of Alcohol Managers**

- The Alcohol Manager (AM) is the person overseeing the alcohol component of the event—managing everything from request of distribution of alcohol at the event and all point between. The AM must be familiar with the University alcohol policy. The AM must be familiar with the available support resources at an event (i.e. venue manager, proctors, security, staff, etc.). The AM must have completed alcohol training and must be at least 21 years of age.
- The AM **must not** consume alcohol prior to and during the event—including the event wrap up and conclusion. The AM supports the proctors and bartenders at all points of alcohol distribution at an event.
- The AM reports directly to the EM.
- The AM must be present for the entire duration of the event—including wrap up and event conclusion.

### **Communicating Expectations**

Expectations to all student managers will be communicated first at the advising level and next during the Alcohol training and event management training at various times throughout the year.

### **Student Accountability and Sanctions**

In the case where an event goes badly (policies were violated, agreements not honored, improper conduct of participants and student management), the sponsoring student organization will be liable and held responsible. In the instances where there are co-sponsorships, all sponsoring groups will be held accountable. Sanctions will be determined after discussions with advising offices, student organizations, and the event management offices. Sanctions could include damage assessments, increase security costs for future events to suspension of privileges for a specified period of time.

### **Support Resources**

The following chart shows how many levels of support resources each venue has access to. At a minimum, 3 of the support levels listed below must be in place before an alcohol related event can be approved. It is the discretion of each individual venue to determine which resource should be accessed, but at least 3 levels of support are encouraged.

**The following highlights policy implications for events where alcohol will be served. Discuss specifics for your event with your advisor.**

### **Theme**

Remember that the theme of your event must be social, cultural, or educational and not the availability of alcohol.

### **Advertising**

Your event may not be publicized until it is approved by your advisor. All publicity must state that double proof of age is required for the consumption of alcoholic beverages and may not mention or depict alcohol in any other way.

**Food and Beverages**

Food and non-alcoholic beverages must be continuously and amply provided and displayed throughout the event.

**Day of the Event Management Reminders**

SUPPORT RESOURCES	VENUES					
	Earl Hall	Lerner Hall	Res. Halls	Barnard	Outdoor	Grad
1 -Proctor	√	√	√	√	√	√
2 - Security		√	√		√	√
3 - Venue Manager	√	√				
4 - Events Manager	√	√		√	√	√
5 - Alcohol Event Manager	√	√	√	√	√	

- Neither members designated to serve alcohol and check for proof of age nor the event coordinator may consume alcohol.
- The event coordinator must arrive one half-hour early to meet with the lead proctor.
- Only the approved amount of alcohol will be allowed at the event.
- If a punch or other mixed drink is prepared in quantity before or during the event, it must be mixed in the presence of the proctors, not before their arrival.
- You must enforce University policy at the event, and may seek the assistance of a proctor or security officer. If an emergency arises during the event that creates an unsafe or dangerous situation, go to the proctor and then call Security and CAVA.
- After the event, report any problems you experienced to your advisor.
- At the specified closing time, all service of alcoholic beverages must cease. Kegs must be untapped. Punch or other mixtures must be promptly disposed of. Proctors are not authorized to make exceptions to these rules.

**Keg Protocol**

- Kegs are not allowed in the residence halls on the Morningside campus and its Brownstones or in Lerner Hall.
- Wherever kegs are allowed, all keg-poured beer must be served in a clear 12-ounce cup.
- All servers must be of legal drinking age and must refrain from drinking while serving.

**Proctors**

In accordance with the University’s Alcohol Policy, Student Activities will determine if proctors will be assigned to the event. If persons under 21 years old are present, proctors must be used. Certain other locations or events may also require proctors, or they may be required for additional reasons other than age of participants or physical location of the event. If proctors are assigned to the event, proctor information will be listed on the approved form and available prior to the event from your Student Activities advisor. The Event Coordinator must contact the lead proctor at least twenty-four hours before the event to discuss alcohol policy and the role and responsibility of the proctors. The proctors’ role is primarily to identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event.

**Serving alcoholic beverages**

Only the amounts and types of alcoholic beverages approved for your event may be served. Alcohol must be served, one drink at a time, only to persons who have been checked for proof of age, and must not be served to



anyone who is drunk or disorderly. Both the temporary beer and wine permit and a warning on the effects of alcohol during pregnancy must be displayed. Unused alcohol is to be disposed of in the manner directed by the lead proctor. All bartenders must be 21 years of age or older and must display ID before the start of the event.

### **Checking for proof of age**

Valid double proof of age (21 or older) is required to drink alcoholic beverages and must include a US or Canadian driver's license or non-driver identification card, passport, or US Armed Forces identification card; a CUID card may serve as the second proof of age. Approved wristbands must be used to identify those who have shown proper proof of age.

## **CAMPUS PRESS POLICY**

**FACT FILES 2007-2008 EDITION**

### **OFFICE OF PUBLIC AFFAIRS -- CAMPUS PRESS POLICY**

The following press policies are designed to allow for freedom of the press while ensuring that University events and activities may be conducted without disruption by press coverage and that students' rights to privacy are respected. The Columbia University campuses – all buildings, facilities and grounds -- are private property and as such are subject to restrictions allowable by law.

### **PRESS CONDUCT POLICY**

Press must respect the right of students not to be interviewed, if they so decline. Press may not take or use pictures of students or film students without first gaining their written permission to be filmed and identified. Press attending events must stay seated in the press section, unless permission is given to sit elsewhere.

In general, if a student has agreed to be interviewed in advance or if a student group has approached a press outlet to cover a student event, press permission will be granted as long as press agree to comply with these access policies. Press who seek interviews before or after a specific event must do so in approved outdoor spaces, so as not to impede attendees entering or exiting the event.

Press are not allowed to enter classrooms without the permission of the instructor and shall not interrupt classes in progress.

### **PRESS ATTENDING EVENTS**

Not all University events are open to the press. Those that are open, usually require that press register in advance. In some instances, that registration may take place at the event itself. In order to gain access to the event, working press must agree to comply with University press policy on press conduct while covering the event and must show their press credentials upon attending the event. On high security events, press who have not pre-registered may not gain access at the time of the event.

While working press without camera equipment are free to enter the campus at will, reporters are **NOT ALLOWED** inside classrooms, dormitories or other interior spaces unless by special permission granted in advance by the Office of Public Affairs and the Office of Public Safety.

## **PHOTOGRAPHY, FILMING AND VIDEOTAPE RESTRICTIONS**

To obtain clearance, press with video camera equipment who seek to enter the campus **MUST** contact the Office of Public Affairs in advance at 212-854-5573 with a specific date, time and names of crew. The Public Affairs Office will inform the Office of Public Safety that the camera crew has been cleared. Without that clearance, all press carrying camera and film equipment will be stopped at the gates. Press who receive permission to enter the campus must clearly display their official press credentials at all times, when on campus.

Unless permission is granted for other venues, cameras, filming and videotaping are only allowed in outdoor, public space on campus, such as College Walk (116<sup>th</sup> St. between Amsterdam and Broadway).

Film cameras, digital cameras, movie cameras and video cameras are **NOT ALLOWED** inside campus facilities, including auditoriums, cafeterias, classrooms, corridors, dormitories, gymnasiums, laboratories, libraries, lobbies, residential halls, theaters, the Lerner Hall student center and other interior spaces unless cleared for such use.

The University does not allow press to film or videotape “broadcast roll” on campus, unless cleared to do so and accompanied by a public affairs officer.

### **PRESS PARKING**

Press may unload equipment at either of the gates at 116<sup>th</sup> Street and Broadway or Amsterdam, but parking is not allowed on campus. Crews with large amounts of equipment may request permission to unload only at the Grove Elevator at 119<sup>th</sup> Street and Amsterdam. Vehicles of must be parked off campus – no exceptions.

## **CONTRACTS**

**FACT FILES 2007-2008 EDITION**

Student organizations are not allowed to enter into contracts with outside organizations or entertainers. Your Student Affairs advisor and the staff of the Student Affairs Central Business Office are the only persons that can legally sign-off on behalf of the University.

Students that enter into contracts on behalf of their student organization are placing themselves at great legal risk.

Please see your Student Affairs advisor for more information.

## **KOSHER OPTIONS**

**FACT FILES 2007-2008 EDITION**

There are many different Kosher options available for your student organizational events. Please see your advisor for a list of Kosher options in the area.

# Travel

## **TRAVEL AND OVERNIGHT POLICY**

**FACT FILES 2007-2008 EDITION**

Any student clubs that desire to go on a trip or event that includes travel outside of the area must complete either a Day Trip Information Form or a Overnight Trip Form with their advising office. Forms must be submitted to your advisor one day prior to your departure from campus. Please see your advisor for more information.

All student must uphold Columbia University policy while traveling as a student organization. Please see Facets from information on the rights and responsibilities of Columbia students.

## **UNIVERSITY TRANSPORTATION OFFICE**

**FACT FILES 2007-2008 EDITION**

The University has established the University Transportation Office to assist department and student organizations get the best prices on transportation. The office can assist you in seek bus and van rentals at the best price. Please visit their website at: <http://www.columbia.edu/cu/transportation/docs/shuttles/index.html>

## **CAR RENTALS**

**FACT FILES 2007-2008 EDITION**

If your organization needs to rent vehicles, please contact your Student Affairs advisor for the best agencies. We have established relationships with a couple companies that give the best rentals on passenger cars and mini-vans. Please note that both collision and liability insurance must be purchased when renting a vehicle on behalf of a student organization. Please see your advisor for more information.

# Communications and Marketing

## EMAIL, LISTSERVES AND WEBSITES

FACT FILES 2007-2008 EDITION

Student organization can request organizational email aliases, list-serves and University website space through their Student Affairs advisor. Please contact your advisor for more information.

To update email, list and website permissions, please email the following corresponding email address while making sure to Cc your advisor:

Email and Lists: [postmaster@columbia.edu](mailto:postmaster@columbia.edu)

Website: [webmaster@columbia.edu](mailto:webmaster@columbia.edu)

Please refer to the CUIT website for more information about policies governing the use of email, lists and websites. Additionally, you will find information on how to operate and make changes to your organization email, list or website.

<http://www.columbia.edu/cuit/>

## USE OF UNIVERSITY NAME, IMAGES AND LOGOS

FACT FILES 2007-2008 EDITION

Please refer to the previous section on University Licensing Guidelines on page 65 or see your advisor.

## LERNER MAILBOXES

FACT FILES 2007-2008 EDITION

Recognized student groups may request to stuff student mailboxes in Lerner Hall with notices, advertisements or flyers. Once approved, the mailbox stuffing can be done manually by the student group during designated times on Fridays and Saturdays (see below). No student groups will have access to the mail centers from September 1st - October 15th. A fee will be charged if the Columbia Student Mail Center staff is needed to stuff the boxes.

Here are the steps a student group must follow:

Submit a Mail Stuffing Authorization Form to the Columbia Student Mail Center either via email or telephone, at least one week prior to the date of the mailbox stuffing.

- We strongly recommend that you schedule your mailbox stuffing as far in advance as possible.
- The Mail Stuffing Authorization Form must be completed and signed by the individual students who will be stuffing the mailboxes.
- All requests must be approved by the manager of the Columbia Student Mail Center.
- Contact Tyson Sleete to arrange for a mailbox stuffing: 854-0101 or [ts2356@columbia.edu](mailto:ts2356@columbia.edu)
- The fee for Mail Center staff to perform the mailbox stuffing is \$550.
- Student groups must receive permission for mailbox stuffing from their advisors.

- The designated times available for recognized student groups to stuff mailboxes are:

**Fridays, 3:00 pm - 5:00 pm**

**Saturdays, 9:00 am - 11:00 am**

We urge groups to book as early as possible. **Mailbox stuffing is scheduled on a first-come/first-serve basis.**

The Columbia Student Mail Center can provide a listing of students by year, but requests for specific lists must be made prior to stuffing. The Student Mail Center does not provide listings based on race, gender, religion, national origin or major of study.

### **IMPORTANT GUIDELINES**

**Students may not exit or re-enter the Mail Center when stuffing mailboxes for a student group. If a student needs to leave, he or she will not be permitted to return.**

- **No mail is to be touched.**
- **No mail is to leave the Mail Center - even if the mail belongs to a participating student, or friends or relatives of that student.**

**Any student who violates these guidelines will be reported and not allowed to participate in future mailbox stuffing.**

**The above information is subject to change. Please contact the Columbia University Student Mail Services for current policies.**

## **FLYERING AND CHALKING**

**FACT FILES 2007-2008 EDITION**

Student organizations may flyer around campus as long as they follow all policies and procedures outlined by individual department and building policy, and as outlined in Facets. Further, student organizations are subject to New York City ordinances when flyering off-campus. Please contact your local police precinct if you have a question or concern about off-campus flyering.

Additionally, student groups should be aware that placing flyers on pavement or ground is a hazard for individuals living with disabilities, and will be removed promptly by University staff.

While student organizations can chalk on pavement within the University gates, student groups should be aware that their might be a facilities charge for the power washing removal. Please see your advisor for more information on this. Student organizations are encourage to remove their own chalk if possible. Additionally, chalking cannot be done on any other surface other than pavement and walkways. Student organizations should refer to Facets for more information on this topic.

## Advertising in Student Publications

Soliciting advertisements for your student group publication can be an excellent way of supplementing your group's allocation and increasing your financial resources. With many publications (and other media) competing for advertisers' interests, being well-prepared and thoughtful in creating a strategy for acquiring advertising dollars will provide great dividends. Try to put yourself in the advertisers' shoes – they have a limited budget for advertising and need to make smart choices on how to spend it. You can help them choose your publication by providing helpful, up-to-date and clear information. Here are a few hints for putting together the best strategy for your publication:

### Why your publication?

- Have current statistics ready
  - o Distribution amounts and locations
  - o Demographics (who gets your publication? Students? Alumni? Others?)
  - o Frequency (how often does it come out?)
  - o Relevant or timely themes/issue/articles and targeting specific businesses
  - o Does your current issue (or your publication in general) have a point of view or focus that aligns with a business' interests? For example: if your publication (or an article in this issue) focuses on inexpensive ways to decorate a student apartment, then you might want to approach local hardware, furniture, and design stores to let them know of the "opportunity" to advertise in this issue/publication.
  - o Think outside the box

Since there are many publications competing for advertising dollars, anytime you can come up with a new idea for a potential advertiser, you will be positioning yourself for greater success. Keep in mind that there are businesses in areas outside of Morningside Heights which may be interested in student business.

**Make it Easy to Say "Yes"** – Businesses, especially small local ones, will respond better to clear and simple information. Have a handout sheet ready which will include information about demographics and distribution, timelines (including advertising deadlines) and standard ad sizes (including actual dimensions) as well as acceptable formats for submissions (electronic files, etc.). You most likely will want to include the price of each size advertisement on this sheet. Also include contact information should they have questions.

**Pricing** – Are your prices competitive? Come up with a good pricing structure that will serve your needs but still remain attractive to businesses. Think about whether you would benefit from offering volume discounts (i.e., advertise in four issues and receive a 20% discount).

**Be timely** – Provide enough lead time for the business to review your materials and prepare an ad. Be clear as to deadlines and publication dates. Think about when other publications are seeking advertising dollars and when businesses might have more or less of them available (some businesses may have a surplus at the end of their calendar year that they need to spend; others may not and may need to wait until their new budget kicks in).

With all of that in mind, there are some guidelines which must be followed in soliciting and running advertisements in your publication:



- All monies collected must be deposited into your SDA account (Checks made payable to Columbia University). If you are soliciting from another Columbia department, you can arrange for a transfer of funds into your account (called an “Interdepartmental Invoice” or “IDI”) – but please, get the advertising agreement in writing.
- Advertisements placed in student group publications:
  - o may not support or promote illegal activities including but not limited to the sale and/or use of illicit drugs.
  - o may not promote or encourage the consumption of alcohol. Advertisements from establishments which serve alcohol may be accepted; however, the advertisement may not include alcohol-related “specials” (i.e. 2-for-1 Happy Hour, etc), or be focused on an event whose main theme is alcohol-related (ie. “Beer Bust Thursdays”).
  - o may not promote for-profit gambling ventures (a non-profit venture such as a fundraising “raffle” would be acceptable).
  - o may not include sexually explicit images or content.

Student leaders are encouraged to consider the impact of any advertisement on the Columbia Community, especially in cases where there is reason to believe the running of this advertisement might be incendiary. If there is any question regarding the ramifications of accepting an advertisement, group leaders are encouraged to discuss the matter with their SDA adviser. If publication leaders, in connection with their SDA adviser or on their own, deem the advertisement inappropriate, the group is responsible to refund the advertiser any fees collected for the specific advertisement, or accept a mutually agreed upon replacement for the unacceptable advertisement.

By planning a strategy, maintaining clear business practices and communication and staying aware of your readership and role in the community, your publication can successfully use advertising to support and enhance your group’s activities.

# Fundraising

## GIFT ACCOUNTS

FACT FILES 2007-2008 EDITION

The University has gift accounts where organizations can deposit revenues raised as tax-deductible donations to the University to underwrite operating costs. Student organizations should speak to their advisor if they are going to solicit funds from any outside source. Not all organizations will be granted these accounts.

Student organizations with gift accounts should remember that there is a 7-8% charge for each withdrawal from their account and should plan accordingly in their budgets.

## CORPORATE SPONSORSHIPS

FACT FILES 2007-2008 EDITION

Student organizations that wish to pursue corporate sponsorships to underwrite the costs of their group should contact their student affairs advisor. Student groups may seek appropriate sponsorship, advertising revenue, or the donation of products to help finance events and activities. **NOTE:** Alcohol and tobacco companies may neither fund nor be affiliated with any Columbia-sponsored event or activity. Consult with your advisor before approaching any company for sponsorship.

There are strict guidelines concerning corporate sponsorships as outlined by the Student Affairs Central Business Office. Your advisor will work with SACBO staff to make sure that you meet these guidelines.

All materials mailed or sent to potential corporate sponsors must be approved by your Student Affairs Advisor. Please see your advisor for examples of past solicitation campaign materials from student organizations.

## FUNDRAISING FOR CHARITY

FACT FILES 2007-2008 EDITION

If your student organization is going to plan an event or fundraiser that raises money for an outside charity, please see your advisor first. Due to the tax status of the University, charity fundraisers are approved on a case-by-case basis by student affairs advisors and the Student Affairs Central Business Office. Please see your advisor for more information.

## GAMES OF CHANCE FUNDRAISERS

FACT FILES 2007-2008 EDITION

If your student organization wishes to hold a fundraiser that incorporates games of chance, please see the Games of Chance policy on page 67, and speak to your advisor.

# Funding Opportunities

## CAMPUS FUNDING OPPORTUNITIES

FACT FILES 2007-2008 EDITION

### ABC APPEALS

The ABC accepts rolling appeals throughout the school year to better facilitate groups' programming needs. Forms are available from their webpage, [www.columbia.edu/cu/abc](http://www.columbia.edu/cu/abc), and are processed as they are received. Appeals may be made for such things as new events, cost overruns on planned events, and many other purposes. The ABC strives to support its groups' programming by permitting them to appeal for additional funds on an as-needed basis. Student organizations are encouraged to seek out other student groups that can co-sponsor events that are related to similar interests.

### CCSC CO-SPONSORSHIP FUND

The CCSC has the ability to co-sponsor events on campus. Student groups planning new initiatives qualify for CCSC co-sponsorship funding. Any person or group requesting co-sponsorship must submit a line-item budget for the event, a detailed breakdown of the overall budget and plans for the year, as well as a plan for soliciting co-sponsorships from other campus groups and outside sources. The CCSC's co-sponsorship committee ultimately decides the size of the co-sponsorship CCSC will offer. CCSC Co-Sponsorship fund applications are available at their website, [www.columbia.edu/cu/ccsc](http://www.columbia.edu/cu/ccsc).

### ENGINEERING STUDENT COUNCIL CO-SPONSORSHIP

Please visit the ESC website <http://esc.cuengineering.com> / or email [esc@columbia.edu](mailto:esc@columbia.edu) for more information.

### GSSC CO-SPONSORSHIP

Email [gsidea@columbia.edu](mailto:gsidea@columbia.edu) asking to be included on the meeting agenda. The request needs to be received by GSSC five days prior to the meeting to ensure a spot on the agenda. The email should include the group making the request, the amount to be requested and how the money will be spent. GSSC will send the requester an email confirming time on the agenda. The person making the request should bring material for 15 people and be prepared to answer any questions. The request will be voted on by GSSC in the next meeting. The GSSC treasurer will notify the group of GSSC's decision.

### THE OFFICE OF MULTICULTURAL AFFAIRS ALUMNI CONNECTION FUND

The Office of Multicultural Affairs administers the Alumni Connection Fund to support student connections with Columbia's alumni of color. This fund will encourage organizations to develop programs and events that bring communities of color into partnership with their alumni counterparts and will allow all students to benefit from the vast experience that alumni of Columbia have to offer. If you would like additional information or to apply for sponsorship, please email the Office of Multicultural Affairs at [multicultural@columbia.edu](mailto:multicultural@columbia.edu) or call the office at 212-854-0720.

### DIVERSITY INITIATIVE GRANT (DIG) - CC AND SEAS OFFICE OF MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMA) Diversity Initiative Grant is available to Columbia recognized student organizations to support events that fulfill one, two, or all of the following objectives: foster diversity education, promote multicultural awareness, and create avenues for cross-cultural dialogue. Additionally, the grant supports inter-group communication and collaboration among student organizations. Particular preference will be given to programs that promote cross-cultural dialogue and interaction. Programs seeking support must be academic or educational in nature, such as but not limited to lectures, panels, book talks, debates, forums, or film screenings. Social events (i.e. cultural showcases, parties, talent or fashion shows, etc.) are not eligible for support from the Diversity Initiative Grant. In order to be considered for funding, the following criteria must be fulfilled:

1. Sponsoring organizations must be recognized by the ABC, SGB, IGC, Community Impact, or Club Sports.
2. Proposed events must be co-sponsored by at least two recognized organizations.
3. Goals of the event must clearly further cultural awareness and diversity education at Columbia.
4. All events must take place on the Morningside Campus.

Proposals must be received a minimum of 2 weeks prior to the proposed date of the program, but no later than the Fall semester deadline, November 28th, 2006. Decisions will be made within 5 business days of submission. Proposals should be sent to the Office of Multicultural Affairs via email at [multicultural@columbia.edu](mailto:multicultural@columbia.edu), by fax at 212-854-9801, or in person (401 Lerner Hall).

### **THE PRESIDENT'S AND PROVOST'S STUDENT INITIATIVE FUND**

The President's and Provost's Student Initiative Fund is available to all recognized Columbia University student organizations. The Fund provides financial support to projects which benefit the University community through first-time initiatives that foster inter-group communication, collaboration, and educational programming on campus. While the Initiative Fund generally supports new and innovative programs, organizations that received funding in the past are encouraged to apply for funding for any new initiatives.

Each semester the President and Provost make \$10,000 available specifically for undergraduate initiatives. The review committee currently includes representatives from Columbia College, Barnard College, School of General Studies, and School of Engineering and Applied Sciences. Each semester this committee is charged with awarding funds to those applications that best meet these goals.

The project or event should have the following criteria:

- The initiative should be a first-time event and/or program
- The project/event should cross school and university boundaries
- The project/event should benefit the University community
- The project/event should promote inter-group communication and collaboration

The project/event may be cultural, educational, or social

Information and applications are posted on the Lerner Hall website during the first two months of the Fall and Spring semesters. For further information, please contact:

Alfred Lerner Hall  
Office of the Executive Director  
7<sup>th</sup> floor  
854-5830  
[lernerhall@columbia.edu](mailto:lernerhall@columbia.edu)  
<http://www.columbia.edu/cu/lernerhall/>

### **SPEAKER'S FUND**

The purpose of the Columbia Speakers Fund is to provide funds towards mitigating campus support costs that can be incurred when holding lectures, forums, panels and debates on the Morningside campus of Columbia University. Grants from this fund are not for program costs, such as honoraria, travel, lodging, meals, advertising, and food or refreshments, but specifically event support costs that include: Event Security Directly Connected To The Speaker(s), On-Campus Space Rental, Audio - Visual Support, Furniture Rental, Custodial Clean Up, Special Opening of Buildings, Special Trades Work, e.g. electricians. To be eligible to apply for CSF funding, the primary sponsors must be recognized student organizations.

Sponsorship is defined as the organization that is the primary planner and contact for the event and accepts full responsibility for all stages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, have a valid University account number or have approved access to a valid University account number and take fiscal responsibility for event costs. The sponsoring organization or group must be the sole source of event advertising and must have its name on all such advertising. Further, the event must be predominantly for students. Among the considerations to determine this is:

- Who is the intended audience?
- How does event advertising depict the event?
- At what venue is the event to be held?
- Who is paying for the event?
- How is the event being funded?
- Who is responsible for organizing the event?

Funding would be considered upon completion of a proposal submitted by the sponsoring organization(s), normally not fewer than 15 calendar days before the event. Funding will not be granted to those events that have taken place before a proposal is submitted. Events supported through CSF must have University wide interest, must affirm the principles of open discourse appropriate for an academic community, and must be impartially open to all members of the University, subject only to the venue's capacity limitation.

Award amount will be directly paid to the source of expense, i.e. Security cost for an event is projected at \$1500 - if \$1500 is the amount of the award - the grant will be applied directly to an account number provided by security. Any grant awarded will go towards the expense, but will not necessarily cover the total expense. For more information and to apply, visit the Lerner website at <http://www.columbia.edu/cu/lernerhall/>

#### **THE OFFICE OF THE UNIVERSITY CHAPLAIN CO-SPONSORSHIP FUND**

The Office of the University Chaplain Co-Sponsorship Fund is available to Columbia University's undergraduate, graduate, and professional students. This fund provides administrative and/or financial support to programs that focus on religion, spirituality, race, ethnicity, sexual identity, gender, social justice, and community service. The Office of the University Chaplain Co-Sponsorship Fund is available for recurring events, as well as first-time innovative programs. This year the fund will only be awarded during the Spring semester.

[Those applicants whose proposals are accepted are required to submit a flyer or invitation to the Office of the University Chaplain prior to the event and a one-page essay on how their event(s) contributed to strengthening coherence and unity at the University following the event. "The Office of the University Chaplain" must appear on all publicity including posters, flyers, calendars, newspaper advertisements and broadcast messages as a co-sponsor of the event.]

For further information, please contact:  
Office of the University Chaplain  
203 Earl Hall  
(212) 854-6256

## **SGB CO-SPONSORSHIP**

Draft a proposal describing the event in which you would like the SGB to co-sponsor. This proposal should include a fairly detailed list of income (including other co-sponsorship requests) and costs/expenses, as well as the amount you are requesting. Email [sgb@columbia.edu](mailto:sgb@columbia.edu) to arrange a presentation at the next SGB Executive Committee Meeting. A decision will be made and announced via email within 24 hours after your presentation.

## **STUDENT GROUPS**

Consult with other student organizations recognized by the University to find groups that may be interested in organizing and co-sponsoring an event with you. For a list of organizations and websites, you can go to the website of each governing board or visit (<http://www.columbia.edu/cu/groups.html>)

## **SPONSORSHIP WITH OTHER SCHOOLS**

You must receive your advisor's approval before approaching a group from another institution or inviting students from other universities to an event. Any off-campus advertising must be approved by your advisor, and admission policies applicable to the event must be clearly explained in publicity. Additional conditions regarding security and guest lists will be determined based on the specifics of your event. It is highly recommended that co-sponsorships with other schools be arranged through a signed contract (please see your Student Affairs advisor).

## **CORPORATE SPONSORSHIP**

Student groups may seek appropriate sponsorship, advertising revenue, or the donation of products to help finance events and activities. **NOTE:** Alcohol and tobacco companies may neither fund nor be affiliated with any Columbia-sponsored event or activity. Consult with your advisor before approaching any company for sponsorship. Please see the Corporate Sponsorship policy on page 66 and contact your Student Affairs advisor.

## **FUNDRAISING**

You should contact your Student Affairs advisor and schedule an appointment with them if you have questions about raising funds from alumni, events, individuals, corporations, special events, etc.

## **GAMES OF CHANCE**

Before planning any activity involving games of chance, see your advisor. Review the Games of Chance Policy on page 67 and make an appointment to see your advisor.

## **The Student Government Facilities Fund**

The Student Government Facilities Fund is a front-end payment to cover all student group Facilities expenses, with the exception of tents and staging costs, for events outside Lerner Hall. The fund was established in 2004 by the Columbia College Student Council (CCSC), the Engineering Student Council (ESC) and the General Studies Student Council (GSSC). The fund is a resource to encourage a vibrant campus life. It is available to recognized undergraduate student organizations on the Morningside campus.

The amount in the fund is reassessed after each year based on past data and it is important to note that this increase will not be limitless. Student group allocations are taken from the student councils' budgets, and these allocations decrease to some extent because of this front-end payment. Furthermore, student group programming will be restricted by existing limitations on available space and student time.

Since the fund is limited, students should be conscious of facilities charges and should speak with their advisor prior to requesting services.



## **The Student Government Security Fund**

The Student Government Facilities Fund is a front-end payment to cover all student group security expenses within normal student organizational program parameters.

The amount in the fund is reassessed after each year based on past data and it is important to note that this increase will not be limitless. Student group allocations are taken from the student councils' budgets, and these allocations decrease to some extent because of this front-end payment.

Since the fund is limited, students should be conscious of security charges and should speak with their advisor prior to requesting services.

## **Kraft Family Fund for Intercultural and Interfaith Awareness:**

Encourages recognized student groups at Columbia University and Barnard College to collaborate on projects that promote intercultural and interfaith awareness and understanding across the University. Sponsored programs will provide students with timely and appropriate venues for exploring controversial issues and resolving conflicts in a manner that promotes greater understanding among Columbia University students of diverse backgrounds and perspectives. <http://www.columbia.edu/cu/earl/>

Projects eligible for consideration will bring together two or more recognized student cultural and/or faith-based groups that seek to advance intercultural and/or interfaith awareness through interaction and an open exchange of ideas. Eligible projects may also be collaborative projects between a recognized student religious or cultural group and the Office of the University Chaplain. They may involve events that take place off campus or entail training and education projects. Projects that meet the guidelines of the fund will include a wide range of activities, events, and discussions that bring together students and create shared opportunities for learning and dialogue that emphasize the intersection of the unique relationships between culture, religion, race, and ethnicity.

Recognized student groups interested in applying must schedule a brief meeting with Kraft Fund administrators to review their proposal before applications are accepted. The review committee will meet after the application deadline to make decisions on projects that will be awarded. **No project will be funded retroactively.** Only after an award confirmation is received should groups begin allocating monies from the Kraft Family Fund. **Completed applications are due 203-Earl Hall at Noon on Friday, October 5, 2007.**

# F.A.Q.

## FREQUENTLY ASKED QUESTIONS

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### **Where can I make photocopies?**

There are University Copy Centers on the third floor of Alfred Lerner Hall (301 Lerner, 854-0170), in the International Affairs Building (401 IAB, 854-3797) and in the basement of the Journalism Building (106 Journalism, 854-3233). Village Copier, who is one of our vendors, is another option.

### **How do I obtain access to computer permissions for my group's e-mail alias and webpage?**

You will have the option of signing up for a club e-mail alias or webpage during the club registration process. Contact your advisor for more information. If you have specific questions about your e-mail alias, you can email [postmaster@columbia.edu](mailto:postmaster@columbia.edu). For specific questions about your webpage, you can e-mail [webmaster@columbia.edu](mailto:webmaster@columbia.edu).

### **How long does it take to process a check?**

It can take anywhere from two weeks to a month, depending on the time of year and whether the University has previously paid the vendor. Make sure to include all information including the tax ID number of the vendor and a detailed contract or invoice in order to expedite the process. You can choose to have the check mailed directly to the vendor or held in SDA for pick-up.

### **The speaker for my organization's event is arriving by car. Can I arrange for temporary parking on College Walk?**

You can try, but parking is very hard to come by at Columbia. SDA has parking request forms that must be filled out and faxed to the parking office. You will need to know the make, model and color of the vehicle, the license plate number and state, the drivers' name, and the expected arrival and departure times. Remember to confirm the cost, budget for the expense and fill out an E-Form.

### **Who makes those cool banners hanging in Lerner? How can I have mine hung?**

Ernie Weber is Columbia's "banner man." He can make them inexpensive and simple or elaborate and pricey. He can be reached at (973) 773-2342. You must submit a space request form to Lerner administration specifying the banner's dimensions. Lerner Hall staff will hang and remove your banner.

### **Where can I find a vendor for customized give-a-ways, posters for cultural months, etc...**

SDA has many resources for your organization. You can stop by and visit your advisor to look through various catalogues and give-a-way books. Vendors that we use frequently are:

Silver Screen Design	<a href="http://www.silverscreendesign.com">www.silverscreendesign.com</a>
Ultimate Impressions	<a href="http://www.ultimateimpressions.com">www.ultimateimpressions.com</a>
Imprint Products	<a href="http://www.imprintproducts.com">www.imprintproducts.com</a>

### **Where can I find Kosher food?**

Barnard Dining Services provides kosher catering. They can be reached at 212-854-6653. In addition, there are several kosher caterers on the Upper West Side. Ask your advisor for specifics.

### **If I am ordering something on-line, what are my options for payment?**

You can (1) obtain an invoice from the vendor and request a check from financial services. (This must be done at least 3-4 weeks prior to the time you actually need the items if the vendor wants the check before shipping), (2) ask the vendor if they will accept a purchase order, or (3) pay for the goods with a personal credit card. Whichever option you choose, you will need to submit an invoice from the vendor in order for

## FREQUENTLY ASKED QUESTIONS

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financial services to process the check request. If paying by credit card, please submit a copy of your credit card bill as well. Remember that you cannot be reimbursed for tax.  
outdoor space.

### **How can I obtain a list of vendors that accept e-forms as a method of payment?**

The vendor list is updated yearly and details all businesses and companies that will accept an E-form in lieu of cash/check/or credit card. SDA encourages all groups to take advantage of these vendors (many of which are in the neighborhood). The list is located in the SDA on the 5<sup>th</sup> floor and in the “Event Planning” section of Fact Files.

### **How do I go about sending a voicemail to all students? How much will this cost?**

SDA has voicemail request forms that must be submitted to Communications Services at least five working days in advance of your message distribution. The cost is \$150. If you want to record your own message, please make an appointment by contacting Corrine Hoch at 212-854-2897. Remember to keep your message short and to the point.

### **How do I go about stuffing student mailboxes?**

Columbia University Organizations will be given the opportunity to stuff all student mail boxes with notifications and postings. The IKON Mail Services Center must receive the request to perform stuffing, either via email or telephone, two weeks prior to the actual date. It is required that a Mail Stuffing Authorization Form be completed and signed by all individuals stuffing the mailboxes. Organizations will be charged a \$500 stuffing fee. All requests must go through the site manager for approval.

Student groups may avoid this fee if they perform the mail distribution themselves and no overtime staff is required. Two days a week will be provided to all Columbia University Organizations to perform the stuffing:

**Wednesday - 5:00pm - 7:00pm**

**Saturdays - 8:30am - 11:30am**

In order to arrange a time for the mail stuffing contact Tyson Sleet, Assistant Mail Manager of Lerner Mail Services at 854-0101, [ts2356@columbia.edu](mailto:ts2356@columbia.edu). Please note that recognized student groups must request permission for mail stuffing. ABC groups should ask their advisor in Student Development and Activities. Once approval is obtained, contact Tyson Sleet, Assistant Mail Manager of Student Mail Services at 854-0101, [ts2356@columbia.edu](mailto:ts2356@columbia.edu) to schedule a time for the stuffing.

### **My group wants to have a spring barbecue. Where can I rent a grill?**

Grill rentals are available from Broadway Party Rentals 269-2666. Please contact them for details about price, delivery or pick up. Remember that you must submit a space request form to Lerner Hall staff to reserve outdoor space.



