
guide to space



at Columbia

presented by:



The Guide to Space is a collaborative effort of the Student Governing Board (SGB) and the Activities Board at Columbia (ABC) to bring information to recognized groups about the process of reserving space in the many different locations around campus. A website version is also available online on the websites of each governing board.





Alfred Lerner Hall

Broadway & W 115th Street

1. Types of space available:

Performance space
Meeting/board rooms

Ramp tables
Piano Lounge

Dance practice rooms
Large event space

2. How to Reserve:

To reserve space in Lerner, use the University Event Management (UEM) website. Link: <http://www.columbia.edu/cu/lernerhall/>

1. On the left, click "Booking Space"
2. Use the "Find a Space" link to search for types of space.
3. Click "Reserve a Space" on the left-hand bar to get started once you know what space you want.
4. On the right-hand side, click "Space Request Form"
5. Fill out the form as accurately as possible.
6. After you submit the form, you will get a confirmation email.

If you need furniture (chairs, tables, stage, etc.) or tech (projector, TV, stereo system, etc.), you can fill out a A/V or Furniture Request after you reserve your space by clicking "Add Services" on the left-hand side and filling out the appropriate form.

3. Questions:

The best way to have questions addressed is to go to the UEM office on the 7th floor of Lerner. The elevators by the 2nd floor Piano Lounge will go up to the 7th floor. UEM is located through the glass doors to your left once you exit the elevator. Just tell the receptionist you have a question about your online reservation, and someone will be able to help you.



Hamilton Hall

Amsterdam & W 116th Street

1. Types of space available:

Classrooms
Meeting/board rooms

2. How to Reserve:

Reserving space in Hamilton is done through the University Event Management (UEM) website. Link: <http://www.columbia.edu/cu/lernerhall/>

1. On the left, click "Booking Space"
2. Use the "Find a Space" link to search for types of space.
3. Click "Reserve a Space" on the left-hand bar to get started once you know what space you want.
4. On the right-hand side, click "Space Request Form"
5. Fill out the form as accurately as possible.
6. After you submit the form, you will get a confirmation email.

If you need tech (projector, TV, stereo system, etc.), you can fill out a A/V Request after you reserve your space by clicking "Add Services" on the left-hand side and filling out the appropriate form.

3. Questions:

The best way to have questions addressed is to go to the UEM office on the 7th floor of Lerner. The elevators by the 2nd floor Piano Lounge will go up to the 7th floor. UEM is located through the glass doors to your left once you exit the elevator. Just tell the receptionist you have a question about your online reservation, and someone will be able to help you.

For classrooms, you can also email Lenor Hubner (lah2@columbia.edu). She can help with your reservation.



Earl Hall

Broadway & W 117th Street

1. Types of space available:

Meeting/board rooms
Auditorium

2. How to Reserve:

To reserve space in Earl Hall, visit the Earl Hall Events website to browse the space and reserve online: <http://www.columbia.edu/cu/earl/events.html>.

1. Click "Online Space Request Form" in the middle of the page once you're ready to reserve.
2. Fill out as accurately as possible and submit (It looks a lot like the Lerner Hall form).

3. Questions:

The best way to have questions addressed is to email Raquel Whittaker (rjw2110@columbia.edu) or by stopping by Earl Hall.



Uris Hall

North Campus

1. Types of space available:

Classrooms
Lecture Halls

2. How to Reserve:

To reserve space in Uris Hall, visit the Columbia homepage (www.columbia.edu) and click "Academic Programs" on the left-hand side of the screen.

1. Click "Business, Graduate School of" in the middle of the page once you're ready to reserve.
2. Click "Events" at the top of the page.
3. Click "View the Room Schedule" at the bottom of the column on the left-hand side of the screen.
4. Use the search function at the top to find your desired date.
5. When ready to reserve, click on "For requests from outside the Business School, please click here"
6. Fill out the form. Your group will need a password to complete it. If you don't have a group password, email roommaster@gsb.columbia.edu.

3. Questions:

The best way to have questions addressed is to go speak to someone in Uris. Go to the first office on the left and ask to speak to someone about space reservations. Keep in mind that the space is usually for B-School groups, so make sure to let them know you're recognized under SDA in Lerner.



Intercultural Resource Center

114th & Broadway (next to Broadway Res Hall)

1. Types of space available:

Lounge Space

2. How to Reserve:

To reserve space in the IRC, email irc@columbia.edu at least one week prior to your desired event date. You can also go to Marta Esquilin's office on the ground floor of the IRC to ask her about space reservations.

3. Questions:

The best way to have questions addressed is to email irc@columbia.edu.



Jerome Green Hall (Law School)

Amsterdam & W 116th St

1. Types of space available:

Classrooms
Lecture Halls

2. How to Reserve:

To reserve space in Jerome Green Hall, the home of the Columbia School of Law, go to www.law.columbia.edu.

1. Click "Calendars" at the top of the screen.
2. Click on "Room Reservations" at the top of the left-hand column.
3. Click "Request Space" at the bottom of the left-hand column.
4. In the center of the page, read the text and then click on the "on-line form" link.
5. Complete and submit the form.

3. Questions:

The best way to have questions addressed is to try emailing room_reservations@law.columbia.edu. Keep in mind that space at the Law School is notoriously hard to come by, but by their own space rules and regulations, the space is open to registered student groups & Columbia affiliates, which includes undergrads!