



## CUSSW BUILDING USE POLICY

The purpose of this policy statement is to clearly outline who may use the School of Social Work's building space (ie. terraces, classrooms, conference rooms, seminar rooms, hallways, and other definable areas) and what specific terms apply to those users.

### I. Definition of Users of the School of Social Work building at 1255 Amsterdam Avenue

#### A. Internal Users

The School of Social Work building is first and foremost an instructional facility dedicated to the educational and research needs of Social Work students and faculty. As such, official Social Work classes and supporting academic and field seminars, presentations, and events take precedence.

Second priority is afforded to Social Work administrative departments, including admissions and recruitment, student services, alumni and development, and other activities, meetings and events directly related to the School.

Third priority is afforded to research and research-related activities directly related to faculty and research programs and centers of the School of Social Work.

Fourth priority is afforded to current Social Work students for non-academic activities and events, including those of the student union and caucus groups. If a CUSSW student group sponsors or co-sponsors an activity or event on behalf of a University or External User, University or External User charges and fees will apply.

Use of the building by individual alumni of the School of Social Work is addressed below in paragraph I.C.

#### B. University Users

Use of the Social Work building may be extended to other University schools and departments for academic and administrative purposes so long as such use does not conflict with that of the Internal Users as defined above and provided a member of the School of Social Work's full-time faculty (including research) or administration serves as a sponsor for the University group and is present and participating in the user activity or event. AV, labor,

custodial set-up and clean-up, and/or security guard fees may be applied for an event that requires set-up/break down, serves food, or occurs after regular building hours.

University student groups from outside the School of Social Work will not be permitted to use the building unless the activity or event is co-sponsored and actively attended by Social Work students.

University schools and departments using the Social Work building must pay for all services, including AV and support, set-up, clean-up, security guard coverage, as well as room rental fees.

### C. External Users

Use of the Social Work building may be extended to other user groups outside the School and University provided a School of Social Work faculty member, researcher, or administrator serves as a sponsor and is present and participating in the user activity or event. Furthermore, the purpose of the activity or event must be aligned with the School's core mission and directly benefit the School's constituents (students, faculty, researchers, or administrators).

Alumni may be permitted to use the Social Work building for unrelated activities or events so long as the purpose of the activity or event is in keeping with the School's core mission and directly benefits the School's constituents (students, faculty, researchers, or administrators).

External users must pay for all services, including AV and support, set-up, clean-up, security guard coverage, as well as room rental fees. The School's contractual "Building User Agreement" must be executed prior to the activity or event.

## II. PERMISSION

Use of the Social Work building by Internal Users shall be on a first-come, first-serve basis following the priority order outlined above in paragraph I.A. For a complete description of this process, please visit the Room Reservation Procedures page at:

<http://www.columbia.edu/cu/ssw/admin/procedure.html>

Requests for use of the School of Social Work building by University and External Users as defined above shall be submitted to the Office of Administration and Financial Management:

Office of Administration and Financial Management  
1255 Amsterdam Avenue, Room 602  
(212) 851-2300  
[swrooms@columbia.edu](mailto:swrooms@columbia.edu)

The School of Social Work reserves the right to limit or refuse use of the Social Work building and/or modify this policy in any way.

### III. Costs

Depending on user status and the scheduled day and time of the activity or event, users of the Social Work building must pay for all expenses related to building use, including AV and support, set-up, clean-up, security guard coverage, and rental fees, unless otherwise noted.

For a complete description of AV and support charges, including applicable times and spaces, please visit the Classroom and Conference Room AV/Computer Use Guidelines page at:

<http://www.columbia.edu/cu/ssw/ocit/classroomtech/policies.html>

University and external users are required to pay room rental fees. Specific room rental fees are listed in Appendix A of this document.

A “good will” fund will be established each year to off-set the room rental fees of needy and deserving users. Applications for the good will fund should be directed to Assistant Dean Todd Bristol for review by the dean. A memorandum outlining the purpose of the event, the user’s reason for support, and a clear explanation of the benefit and value of the user’s activity or event to the School of Social Work and its constituents should be prepared. Applications must be received at least two weeks prior to the date of the activity or event.

### IV. Building User Agreement

Full execution of the School of Social Work’s Building User Agreement will be required for External Users. A copy of the Building User Agreement can be found in Appendix B of this document.