

## **Facilities Use Guidelines and Policy Handbook**

The Columbia School of Social Work’s building, located at 1255 Amsterdam Avenue, is an instructional facility dedicated to the educational and research needs of Social Work students and faculty. The spaces are primarily used for the School of Social Work’s courses and other academic activities. The School can accommodate requests for rooms to be used by Columbia Affiliates and external groups outside the University, if space is available.

This policy guide and handbook sets forth the regulations, procedures, and responsibilities that govern reservation and use of all spaces in the School of Social Work.

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## GENERAL GUIDELINES

### WHO MAY RESERVE SPACE?

Columbia School of Social Work (CSSW) accepts reservations for space use on a prioritized basis from the User Groups listed below. Please note that spaces are in high demand for School of Social Work courses, meetings, advising sessions, and other academic activities.

1. **Internal Users** (School of Social Work)
2. **University Users** (Columbia University Affiliates)
3. **External Users** (Groups/Organizations without affiliation to the School or University)

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### ROOM RESERVATIONS, SETUP AND SERVICES

Room Reservations are made with the default setup in each room and do not include auxiliary services. If an event requires AV and technical support, furniture changes, if food is served, or if the event falls outside established building operating hours, then additional charges will be applied to the reservation.

- Users cannot move or rearrange furniture in the room without notifying SSW Room Reservations in advance. All furniture moves are scheduled via Columbia Facilities.
- Express Reservations can be booked less than two (2) days prior to the event date, only if AV is not needed, custodial labor is not required, and the event is held during standard hours of operation. These reservations are limited to groups with EMS account credentials.
- For more information about the rooms and audio visual services that are available for reservation, please visit the Room Reservations page on the School of Social Work's website [Room Reservations and Audio Visual Services](#)

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### DATES WHEN AVAILABLE SPACE IS LIMITED

The School of Social Work schedules events and special programs throughout the year that can limit the availability of space. These program dates will vary from year to year, so please consult the SSW calendar for regular updates [Academic Calendar](#).

- Office of Admissions - Orientation and Events for Prospective and Admitted Students
- Office of Advising - Seminars
- Faculty Meetings
- Research Conferences
- School of Social Work - Role Plays
- School of Social Work - Exam Periods

**PRE-CALENDARING - EMS WEB APP FOR SCHOOL OF SOCIAL WORK USERS**

During the academic year, requests for space will not be confirmed until the course schedule is finalized and rooms have been assigned to individual courses. This usually occurs in late August for the fall semester and within the first two weeks of January for the spring semester. The online room reservation system, EMS Web App, will be inactive until those classroom assignments are complete.

‘Pre-calendaring’ allows the social work community early access to make room reservations. The community will be notified via email once the EMS Web App reopens for room requests. Events will be approved on a rolling basis with the most immediate events approved first. Access to ‘pre-calendar’ is only available to the EMS Web App departmental accounts, not individual accounts.

- After pre-calendaring has been completed, the room reservation system will be reopened to all members of the School of Social Work community, to reserve rooms for the upcoming semester. We will then accept requests from University Users (affiliates), and External Users (outside organizations) to make room requests.

Note: All reservation requests, cancellations, and modifications must be processed through the EMS Web App. If you require additional assistance accessing your account, please email SSW Room Reservations [SSW Room Reservations](#)

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**RESERVATION RESTRICTIONS**

Events can only be reserved by the party that will coordinate and pay for the event. Transferring events to another group’s account is prohibited.

Space may not be reserved by any parties for External organizations – this is considered ‘fronting’, and any evidence of this would be cause for removal of access to EMS Web App.

School of Social Work faculty and staff are not permitted to reserve space on behalf of other Columbia University Schools without appropriate co-sponsorship. This sponsorship is subject to review by the Office of the Dean, and may be a cause to decline your reservation.

Note: Rooms cannot be reserved for non-work/non-academic-related personal use, social gatherings, etc.

## ROOM RESERVATIONS - OVERVIEW - HOW TO MAKE A RESERVATION

Below is a brief overview of the School of Social Work's Room Reservation Process. A Step-By-Step Guide follows with detailed instructions for each User group.

### ROOM REQUEST Submission

- Internal Users submit their Room Requests through the EMS web app: [Social Work-EMS](#)
- University Users and External Users submit their Room Requests through: [Event Reservation Form](#)

### Room Request TENTATIVE

When Room Requests are received, they are initially marked as **Tentative** and evaluated for AV, auxiliary services, or room fees

- If **NO fees** are charged, then the reservation is Confirmed - User receives a **Confirmation** Notice
- If **Fees** are applied, then a **Quote** is sent back to the User for Review, Approval, and Payment

### Review Approval PAYMENT CONFIRMATION

#### **Internal and University Users** (School of Social Work or Columbia University Affiliates)

To approve a quotation, you need to provide a **chart string** within ten (10) business days of receiving the quote and at least 10 days prior to your event's booking date. Email to: [Room Rental Approval](#)

NOTE: Payment is required before the 'tentative due date' to avoid cancelation.

#### **External Users** (Groups and Organizations Outside of Columbia)

To approve a quotation, you are required to provide a 50% **deposit** before the 'tentative due date' listed on the quote to confirm your reservation. **Final payment** is due ten (10) business days before the event's booking date. NOTE: Deposit required before the deadline or your event will be canceled.

**INVOICE** - Room Reservations with fees will receive an **Invoice** at the end of the billing month.

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## ROOM RESERVATIONS - INTERNAL SCHOOL OF SOCIAL WORK GROUPS

### Adjunct Faculty

To reserve classrooms, conference rooms, or breakout rooms, please check room availability on EMS and then send an email request to Instructional Support Services (ISS): [ssw-iss@columbia.edu](mailto:ssw-iss@columbia.edu). NOTE: Instructors who would like to make a one-time classroom switch, combine classes, or extend class time, should email Instructional Support Services (ISS) at [ssw-iss@columbia.edu](mailto:ssw-iss@columbia.edu). ISS will coordinate the changes with SSW Room Reservations, who will update the VEMS calendar.

### Administrative Staff

Use your EMS departmental account to reserve a conference room or request classrooms and breakout rooms. For additional assistance, see INTERNAL USERS - STEP-BY-STEP GUIDE TO MAKE A RESERVATION

### Advisors

To reserve a breakout room or request a classroom to meet with students, please complete the following steps:

1. Check room availability on EMS Web App.
2. Download the Advisor Room Request Form (MS word: 1 page) and fill out.  
NOTE: This form can also be found in Course Works, under "Files & Resources"  
Email the form to [swrooms@columbia.edu](mailto:swrooms@columbia.edu)

### Faculty and Teaching Assistants

Use your EMS account to reserve conference rooms and request classrooms and breakout rooms. For additional assistance, see STEP-BY-STEP GUIDE TO MAKE A RESERVATION

### Research Centers

Use your EMS departmental account to reserve a conference room or request classrooms and breakout rooms. See STEP-BY-STEP GUIDE TO MAKE A RESERVATION

### Student Caucuses

Recognized/Approved student groups may reserve rooms and common areas through the Office of Student Life. For further information and assistance, please contact the Program & Events Manager or Student Services Officer at [swstudevent@columbia.edu](mailto:swstudevent@columbia.edu) in the Office of Enrollment and Student Services.

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## INTERNAL USERS - STEP-BY-STEP GUIDE TO MAKE A RESERVATION

Internal Users at the School of Social Work (faculty, teaching assistants, and administrative staff) can request space with their EMS login credentials.

### STEP ONE: SUBMIT YOUR ROOM REQUEST IN EMS

- a. Login into EMS [EMS Room Request](#) with your User ID and Password  
To create a reservation, you will answer a series of questions about room selection, date and time, attendance, features, room setup, event details, and contact information to complete the request.
- b. Choose a single date or enter multiple days.
- c. Enter when the event begins and what time it ends.
- d. Search for a Room (to find a room that closely matches the room type, features, and room capacity you need) or if you know the rooms you want, you can enter those room numbers on the request.
- e. Make selections for clean-up, furniture rental, event supplies, and room setup.
- f. Fill out the event name and event type.
- g. Enter your group's name, the primary and secondary contacts, phone numbers and email addresses.

- h. Add the name of the person who will be onsite for the event, along with their phone number and email address
- i. Give a brief description about the event.
- j. List Audio Visual Needs or if you don't need AV, then enter "none"
- k. Answer if Food will be served? If yes, custodial charges are required.
- l. Create the Reservation

#### STEP TWO: TENTATIVE ROOM REQUEST

Room Requests are initially marked Tentative and evaluated for AV, auxiliary services, or room fees. After submitting the Room Request, it will take approximately 2 business days to receive either a Tentative Room Request (if there are fees associated with the request) or a Room Confirmation Notice (if there are no fees) from SSW Room Reservations.

#### STEP THREE: QUOTATION REVIEW

If auxiliary fees apply for your event, you will receive a separate quotation for approval. Please review all the details on the quote before verifying.

#### STEP FOUR: PAYMENT WITH A CHART STRING

To approve a quotation, you need to provide a chart string within ten (10) business days of receiving the quote and at least ten (10) days prior to your event's booking date. Email to: [SSW Rooms](#) Note: Payment is required before the 'tentative due date' on the Tentative Room Request to avoid cancellation.

#### STEP FIVE: CONFIRMATION

After payment has been received, you will receive a confirmation of the event, and your reservation is booked on the School of Social Work calendar.

#### STEP SIX: CHANGES OR CANCELATION OF THE EVENT

If you need to CHANGE or CANCEL your event after confirmation, including rooms, dates, time, or AV, you must follow the steps outlined in the CSSW Facilities Use Policy Guidelines and Policy Handbook, under the cancellation and room changes sections.

#### TIPS:

- Plan in advance to find the rooms and dates you need for your event.
- Use the Browse feature in EMS to search for available dates to avoid conflicts.
- Check available room capacities and AV capabilities to match them with the size of your expected audience. NOTE: You cannot place holds on multiple rooms of different capacities while waiting to determine the number of attendees.
  
- If you need assistance using EMS, please refer to the section in this document: EMS - STEP-BY-STEP GUIDE or contact SSW Room Reservations for additional help [SSW Room Reservations](#)

## UNIVERSITY USERS - STEP-BY-STEP GUIDE TO MAKE A RESERVATION

### STEP ONE: SUBMIT A ROOM REQUEST

University Users submit their Room Requests through the: [Event Reservation Form](#)

Fill out all sections on the form and press submit when completed.

- I. Contact Information
  - A. Select 'University User'
  - B. Organization's Name (Enter the name of your School at Columbia University)
  - C. Contact Name (Enter the individual responsible for the event)
  - D. Contact Phone Number
  - E. Contact email
  - F. Is the event a University Class? Yes or No
  - G. If Yes, enter the course number
- II. Event Description
  - A. Event Name
  - B. Event Description (Enter a brief description about the event or the intended audience)
  - C. Date(s) of the Event (Enter the date requested or multiple dates)
  - D. Time of the Event (Enter the time the event starts and when the event ends)
- III. Event Details
  - A. Projected Attendance (Number of people expected at the event)
  - B. Rooms Requested (Select the rooms requested or check "Need Help" for assistance)
  - C. AV Requested (Make a selection from below)
    1. Basic AV
    2. Additional AV Services (Someone from Social Work IT will contact you)
    3. No AV (If you don't require AV for your event)
    4. Other (List any additional AV requirements)
  - D. Room Setup
    1. Reconfigure room furniture
    2. Furniture rental
    3. Default room setup (No changes in the room)
    4. Room Setup description (Someone from SSW Room Reservations will contact you to confirm the details for your event)
  - E. Food Service
    1. Will Food be Served? (Yes or No)
    2. Other (To enter catering details)
  - F. Alcohol
    1. Will Alcohol be Served? Yes or No
  - G. Minors
    1. Will anyone under the age of 18 years of age be in attendance? Yes - No
  - H. Animals
    1. Will anyone with a service animal be in attendance? Yes or No
  - I. ADA Accommodations
    1. Will anyone need ADA Accommodations? Yes or No
    2. Other (If Yes, enter detailed needs)
  - J. Advertising
    1. Will you request a poster to be displayed in the lobby or on the floor of your event? Yes or No
- IV. SUBMIT your request when completed.



## STEP TWO: TENTATIVE ROOM REQUEST

Room Requests are initially marked 'Tentative' and evaluated for AV, auxiliary services, or room fees. SSW Room Reservations and Social Work IT (SWIT) will contact you to confirm the details of your event.

## STEP THREE: QUOTATION REVIEW

Once the rental fees have been itemized and tabulated, a quotation will be sent to you for approval. Please review all the details on the quote before verifying.

## STEP FOUR: PAYMENT

To approve a quotation, you need to provide a **chart string** within ten (10) business days of receiving the quote and at least 10 days prior to your event's booking date. Email to: [Room Rental Approval](#) Note: Payment is required before the 'tentative due date' on the Tentative Room Request to avoid cancelation.

## STEP FIVE: CONFIRMATION

After payment has been received, you will receive a confirmation of the event, and your reservation is booked on the School of Social Work calendar.

## NOTES:

- You are subject to the rules and regulations in the [CSSW Facilities Use Policy Guidelines and Policy Handbook](#). Please familiarize yourself with the Policy.
- If you need to CHANGE or CANCEL your event after confirmation, including rooms, dates, time, or AV, you must follow the steps outlined in the [CSSW Facilities Use Policy Guidelines and Policy Handbook](#), under the cancellation and room changes sections.
- If you have questions, contact SSW Room Reservations [SSW Room Reservations](#)

## EXTERNAL USERS - STEP-BY-STEP GUIDE TO MAKE A RESERVATION

### STEP ONE: SUBMIT A ROOM REQUEST

External Users submit their Room Requests through the: [Event Reservation Form](#)  
Fill out all sections on the form and press submit when completed.

- V. Contact Information
  - A. Select 'External User'
  - B. Organization's Name (Enter the name of your Group or Organization)
  - C. Contact Name (Enter the individual responsible for the event)
  - D. Contact Phone Number
  - E. Contact email
- VI. Event Description
  - A. Event Name
  - B. Event Description (Enter a brief description about the event or the intended audience)
  - C. Date(s) of the Event (Enter the date requested or multiple dates)
  - D. Time of the Event (Enter the time the event starts and when the event ends)

## VII. Event Details

- A. Projected Attendance (Number of people expected at the event)
- B. Rooms Requested (Select the rooms requested or check "Need Help" for assistance)
- C. AV Requested (Make a selection from below)
  - 1. Basic AV
  - 2. Additional AV Services (Someone from Social Work IT will contact you)
  - 3. No AV (If you don't require AV for your event)
  - 4. Other (List any additional AV requirements)
- D. Room Setup
  - 1. Reconfigure room furniture
  - 2. Furniture rental
  - 3. Default room setup (No changes in the room)
  - 4. Room Setup description (Someone from SSW Room Reservations will contact you to confirm the details for your event)
- E. Food Service
  - 1. Will Food be Served? Yes or No
  - 2. Other (To enter catering details)
- F. Alcohol
  - 1. Will Alcohol be Served? Yes or No
- G. Minors
  - 1. Will anyone under the age of 18 years of age be in attendance? Yes - No
- H. Animals
  - 1. Will anyone with a service animal be in attendance? Yes or No
- I. ADA Accommodations
  - 1. Will anyone need ADA Accommodations? Yes or No
  - 2. Other (If Yes, enter detailed needs)
- J. Advertising
  - 1. Will you request a poster to be displayed in the lobby or on the floor of your event? Yes or No

## VIII. SUBMIT your request when completed.

## STEP TWO: TENTATIVE ROOM REQUEST

Room Requests are initially marked 'Tentative' and evaluated for AV, auxiliary services, or room fees. SSW Room Reservations and Social Work IT (SWIT) will contact you to confirm the details of your event.

## STEP THREE: QUOTATION REVIEW

Once the rental fees have been itemized and tabulated, a quotation will be sent to you for approval. Please review all the details on the quote before verifying.

## STEP FOUR: PAYMENT

To approve a quotation, you are required to provide a 50% **deposit** before the 'tentative due date' listed on the quote to confirm your reservation. This payment must be at least thirty (30) days in advance of the booking date. You are also required to sign the CSSW Facilities Use Agreement, and send a \$250 damage deposit, and proof of insurance. **Final payment** is due ten (10) business days before the event's scheduled date. NOTE: Deposit required before the deadline or your event will be canceled.

## STEP FIVE: CONFIRMATION

After payment has been received, you will receive a confirmation of the event, and your reservation is secured and booked on the School of Social Work calendar.

### NOTES:

- You are subject to the rules and regulations in the CSSW Building Use Policy Handbook and CSSW Building Use Agreement..
- If you need to CHANGE or CANCEL your event after confirmation, including rooms, dates, time, or AV, you must follow the steps outlined in the [CSSW Facilities Use Policy Guidelines and Policy Handbook](#), under the cancellation and room changes sections.
- If you have questions, contact SSW Room Reservations [SSW Room Reservations](#)

## ROOM TYPES - Reservable Rooms in the School of Social Work

### Breakout Rooms (307, 408, 409)

These rooms are designed to accommodate small groups. There is no AV equipment, but a wireless network is available.

### Case Study Room (C03, C05, C06)

Case-study rooms have fixed desks and tiered seating. There is a podium at the front of the room with a microphone, Dell Optiplex computer with high-speed Internet connection, a projection system, DVD/CD player, VCR, and audio system. This room has video conference capabilities, with 2 projectors, microphones at every other seat.

### Classrooms (301, 302, 304, 305, 311, 312, 404, 405, 406)

Classrooms have a Dell Optiplex computer with high-speed Internet connection, a projection system, DVD/CD player, VCR, and audio system. Overhead projectors are available on request.

### Conference Rooms (512, 607, 702, 705, 802, 805, 1109)

Designed for small group meetings, conference rooms include a wireless Crestron control panel, high-speed Internet connection, a projection system, DVD/CD player, VCR, audio system, and wireless network capability. There is a network connection and power located in a floor box under the conference room table for laptop connectivity. It is strongly encouraged to test your laptop prior to the start of your meeting. If you would like an AV orientation to a conference room, please email your request to [swav@columbia.edu](mailto:swav@columbia.edu) with a minimum of two business days' notice. Booking Rules: For Internal Users, Conference Rooms are self-serve. If the conference room is available, the reservation is automatically confirmed.

### Electronic Classroom (401)

Equipped with 25 Dell Optiplex stations as well as an Instructor Desk, the electronic classroom is designed and used for lab exercises. It can function as either an electronic classroom with student computers or as a traditional classroom with desk space.

Huddle Rooms (306, 307)

These rooms have high-speed Internet connection and a wall-mounted computer monitor that are designed to accommodate small groups (up to 5 people). Note: For CSSW Community only.

Role-Play and Interview Rooms (411, 412)

Role-play rooms are used to video-record client interviews and mock client interviews for review. Microphones and digital cameras are installed in these rooms and can send signals back to the CMHE for distribution.

Note: Role Play and Interview rooms are for CSSW Community only.

Seminar Room (C02)

Designed for small classes, seminar rooms include a Dell Optiplex computer, a projection system, DVD/CD player, VCR, audio system, and wireless network capability.

ROOM FEES - University Users and External Users

University Users (Columbia Schools and Affiliates) and External Users (Groups and Organizations outside of the University) will be charged the room rates, as listed on the room schedule below.

Please note that the room fee is for the room only. Auxiliary Services, including AV and technical support, furniture re-configuration (including rental furniture), table linens, catering, or requesting a reservation that extends outside of standard hours of operation will be additional charges on the reservation. See a detailed list under Auxiliary Fees.

**ROOM FEES**

<u>Concourse Level</u>	<u>University Users (Columbia affiliates)</u>	<u>External Users</u>
CO2	\$125	\$150
CO3	\$600	\$750
CO5	\$500	\$600
CO6	\$500	\$600

<u>3rd Floor</u>	<u>University Users (Columbia Affiliates)</u>	<u>External Users</u>
301	\$400	\$500
302	\$325	\$400
304	\$400	\$500
305	\$400	\$500
306/307	\$100 each	\$125 each room
311/312	\$850 together/\$400 each room	\$1000 together/\$500 each room
Terrace	\$475	\$600

4th Floor	University Users (Columbia Affiliates)	External Users
401	Please contact <a href="mailto:swmrental@columbia.edu">swmrental@columbia.edu</a> to request a quote	
404	\$400 each	\$500 each
405	\$400 each	\$500 each
406	\$400 each	\$500 each
407/408/409	\$100 each	\$125 each room

11th Floor	University Users (Columbia Affiliates)	External Users
Terrace	\$475	\$600

## AUXILIARY FEES

### AUDIO VISUAL (AV) SERVICES

If audio visual services are required for an event, the Basic Audio Visual Package\* will be included with applicable Audio Visual Technician charges (required) for the reservation. If additional audio visual requirements are needed, User is required to email a program of the event at latest five (5) full business days in advance of the event\*, with details to [swavevents@columbia.edu](mailto:swavevents@columbia.edu), to receive the appropriate audio visual support. (Note: If the event is a large event (e.g., multiple rooms and/or multiple days), the program must be submitted at least three (3) months in advance.)

*\* Basic AV - Classrooms includes: LCD projector with 113" screen, Windows-PC (Win 10), powerpoint remote, two (2) pan, tilt, zoom (PTZ) web cameras, ceiling mounted microphones, laptop connections including HDMI, VGA, Ethernet and power, WiFi, sound system, and Crestron control panel.*

For a complete description of AV and support charges, including applicable times and spaces, please visit: [Audio Visual Services Scheduling Requirements](#)  
Please contact us as far in advance as possible to schedule the services you need; we recommend a minimum of two (2) weeks' notice. For larger events such as all day conferences, we recommend six (6) weeks' notice to ensure that AV staff is available. AV services are not automatically guaranteed for events that fall outside standard hours of operation, such as on weekends or during school breaks. For AV services questions, email [swav@columbia.edu](mailto:swav@columbia.edu).

### CUSTODIAL SERVICES - Food Cleanup & Restroom Maintenance(Required if food is served)

- Clean before/during/after events
- Remove trash during/after events
- Stock, maintain and clean restrooms
- Provide additional waste containers for events
- Provide coat check attendants

When cleaning is requested before an event, it will be scheduled at the discretion of the Custodial Department unless a specific start time is requested by the client. Please note cleaning after an event is a requirement.

NOTE: There is a *one-hour minimum labor charge* for all jobs. If your event occurs after 2:30 p.m. during the week or at any time during the weekend, there is a *minimum 4-hour charge* per worker. Hourly Rates: Regular time \$55 per worker | Overtime \$75 per worker  
Current fees are as of September 2022 and subject to change.

### **FURNITURE RENTAL & SUPPLIES**

Furniture for events is available for rent through Columbia Facilities Events Administration. If you would like to receive an estimate, please contact SSW Room Reservations at least four (4) weeks before the day of your event.

Note: Current fees are as of September 2022 and subject to change.

Chairs - Folding (Plastic)	2.00
Chairs - Folding (Light Padding)	4.50
Coat Rack - w/Plastic Hangers	24.00
Easel	15.00
Markers	5.00
Post-It Note Flip Chart	5.00
Table - 30" Round (Airport)	15.00
Table - 30" Round	9.00
Table - 36" Round	11.00
Table - 60" Round	10.00
Table - 72" Round	14.00
Table - 6-Foot Rectangular	10.00
Table Linen - 30" Round	19.00
Table Linen - 60" Round	22.00
Table Linen - 72" Round	26.00
Table Linen - Rectangular	24.00
Table Linen - Skirting	45.00

### **ROOM SETUPS AND LABOR FEES**

We are required to use Columbia Union Labor for all our event and room setups, scheduled through Columbia Facilities and Events Administration. Requests can be made for additional chairs, tables or rental furniture to be included on the room reservation. Labor costs will include setup and resetting the room to its original default classroom setting.

If your event requires furniture rental: a special furniture configuration, chairs, tables, table linens, coat racks, easels, stage risers, etc., SSW Room Reservations will work with Columbia Facilities to process your request and secure a quote.

The User (Event organizer) needs to finalize event details at least ten (10) business days in advance of the booking date. If less than 10 days, we cannot guarantee that rental furniture will be included in your reservation.

Standard Room Reservations are for rooms with their default classroom setups. Any re-arrangement of furniture or setup of rental furniture will incur labor fees.

NOTE: There is a *one-hour minimum labor charge* for all events.

If your event occurs after 2:30 p.m. during the week or at any time during the weekend, there is a *minimum 4-hour charge* per worker.

Labor Rates (for estimating purposes):

Please note that the School of Social Work does not control the rate or assessment of these charges. The rates at which fees are incurred are set at the University level pursuant to negotiated contracts with the relevant unions. The amount of time required for staff to support an event, as well as the amount of staff, is at the discretion of the shop supervisor or manager.

Hourly Rates: Regular time \$55 per hour/worker | Overtime \$75 per hour/worker

Seating for 120 guests (side tables) in 311 & 312	\$850 est
Classroom furniture setup, additional tables or chairs	\$300 est
Classroom re-arrangement of chairs or tables	\$150 est

**SECURITY COVERAGE** - Columbia Public Safety

If your event occurs before or after scheduled Building Operating Hours, you will be charged for additional security guard services. Requests for events that are outside of normal operating hours will be reviewed by SSW Room Reservations and you will be advised if accommodations can be made for your event.

Hourly Rate: \$50 per hour/security officer.

## EMS - STEP-BY-STEP GUIDE

Event Management System (EMS Web App) is an online web application that allows an authorized user to directly request a room within the Columbia School of Social Work.

Internal Users at the School of Social Work (faculty, faculty assistants, and administrative staff) can request space with their EMS login credentials. If you do not have access to EMS, contact SSW Room Reservations for assistance [SSW Room Reservations](#)

STEP-BY-STEP GUIDE TO CREATE A ROOM REQUEST IN EMS Web App

- Login into EMS [EMS Room Request](#)

Sign into EMS with your User ID and Password

Press the button [Sign In](#)

To [Create a Reservation](#), you will answer a series of questions about room selection, date and time, attendance, features, room setup, event details, and contact information to complete the Room Request.

## (1) ROOMS

### A. Select a Date

Choose a single date or select [Recurrence](#) to enter multiple days or to book recurring dates: Daily, Weekly, Monthly, or Randomly.

### B. Start Time and End Time

Enter when the event begins and what time it ends (NOTE: enter 'am' or 'pm').

EMS automatically adds 10 minutes between events to allow for an orderly transition from one event to the next. You will not be able to book an event that is too close in time to the adjacent event.

NOTE: Time Zone is automatically set to Eastern Standard Time Zone

### C. Room Selection

#### a. Let Me Search for a Room

To find a room that closely matches room type, features, & capacity

Room Types:

Breakout Room

Case Study Room

Classroom

Conference Room

Electronic Classroom

Multi-Purpose Room (311~312 combined)

Features:

Assistive Listening

Audio Conference

Blackboard

Campus Phone

Carpet Floors

Cassette Player

CD Player

Number of People

To match the projected attendance with the room capacity

#### b. OR I know what Room I want

If you know the room number(s) you want for your request

### D. Search

#### a. Rooms You Can Reserve

#### b. Rooms You Can Request

E. Click on the [+](#) sign to add the room(s) to the request

F. [Next Step](#) (To go to the next section)



## (2) SERVICES FOR YOUR RESERVATION

### Facilities

- Selections for clean-up, furniture rental, event supplies, and room setup.
- Enter the selection and quantity with a **+** sign.
- Special Instructions to add any additional details about the request.
- Services Summary will list your entries. You can remove it with a **-** sign.

#### A. Clean up Fees

- a. Custodial Standard Hours (M-F 8:00 am - 2:30 pm)
- b. Custodial Non-Standard Hours (M-F after 2:30 pm and Saturdays)

#### B. Furniture (No Additional Cost)

- a. Chairs
- b. Tables

#### C. Rental Furniture

- a. Chairs
- b. Coat Rack
- c. Tables

#### D. Rental Supplies

- a. Easels
- b. Markers
- c. Flip Charts

#### E. Set-up & Labor Fees

- a. Classroom Setup
- b. Multi-Purpose Room (311~312) Setup

#### F. Setup Notes

To capture any other event details to process the room request.

#### G. **Next Step** (To go to the next section)

## (3) RESERVATION DETAILS

### EVENT DETAILS

#### A. Event Name

Be succinct and descriptive when naming your event

#### B. Event Type

- a. Campus Course
- b. Conference
- c. Faculty Development Workshop
- d. Info Session
- e. Meeting
- f. Monday Calendar
- g. Orientation
- h. Research Related Work
- i. Social Work Caucus Event
- j. Social Work Course
- k. Special Event
- l. Student Advising
- m. Student Union Executive Board

- n. Training
- o. Wednesday Series
- p. Workshop

#### GROUP DETAILS

- C. Group (Name)
- D. Primary Contact Name (Drop-down list of names in your group)
- E. Primary Contact Phone Number
- F. Primary Contact Email Address
- G. Secondary Contact Name (Drop-down list of names in your group)
- H. Secondary Contact Phone
- I. Secondary Contact Email

#### ADDITIONAL INFORMATION

- A. Onsite Customer Contact: List name, phone number, email address
- B. Event Description
- C. Audio Visual Needs (NOTE: AV includes LCD projection, computer, microphones, etc. If you do not need to use AV equipment, please enter "none")
- D. Will Food Be Served? (Yes or No)
- E. Create Reservation (Final Step)

After submitting the Room Request, it will take up to two (2) business days to receive either a Tentative Room Request or Room Confirmation Notice from SSW Room Reservations. If you need to make updates to your request, including cancelation, you can log back into the system and edit the reservation as needed.

## FACILITIES USE POLICIES

### **ACCESS** to RESERVED ROOMS

Room reservations are made for the room(s) and restrooms on the floor(s) of the reservation, it does not provide access to the entire building and no person should enter other rooms that are not part of the reservation.

### **ADVERTISING** - Posters and Displays

The User will send a copy of any advertising, posters, or other informational materials that will be posted on the day of the event. Items are to be submitted to SSW Room Reservations, ten (10) days in advance for approval. All comms requests should go through the Comms Request form: [Comms Request Form](#)

### **ALCOHOL**

If you plan on serving alcohol at your event, please indicate that 'Alcohol will be served' on the EMS User Defined Field or on the SSW Event Reservation Form [Event Reservation Form](#)

You are required to comply with the University's Alcohol Policy. Details of the policy can be found here: [Columbia University Alcohol Policy](#)

## **ANIMALS**

Animals are prohibited inside the building, with the exception of registered service-assisted animals.

Columbia University recognizes that service and assistance animals provide individuals with disabilities enhanced autonomy and independence, and the University has established [guidelines regarding having such animals](#) on campus. Students must first submit a [Service and Assistance Animal Registration Form](#) and [disability documentation](#) in order for staff to determine their eligibility for this accommodation.

[Service and Assistance Animals Policy](#)

## **AUDIO VISUAL SERVICES (AV)**

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: [Audio Visual Services](#). Please be advised of our no outside AV Equipment Policy.

## **AUXILIARY SERVICES**

The School of Social Work utilizes centralized services provided by Columbia University Facilities and Operations for event support. These services include cleaning and custodial support, labor setup, and furniture rental. Security guard service is provided through the Office of Public Safety. A complete list of fees for auxiliary services is located in the Auxiliary Services section of this Guideline and Handbook.

## **BUILDING HOURS**

The building is open throughout the year to support the academic mission of the school, and to provide access to the library and computer lab. Building hours of operation change, depending on the day of the week and during the academic year, including closure for University holidays.

Events can be reserved within regularly scheduled building hours, Monday - Friday and on Saturdays, with at least four (4) weeks advance notice.

No events can be reserved on Sundays, Academic Holidays, University Holidays, or University Holiday weekends.

If you request an event during the week that occurs before or after scheduled Building Hours, the request will be reviewed by SSW Room Reservations and you will be informed if accommodations can be made for your event.

If a request is made for an event on a Saturday, it will be subject to staff availability and to the following criteria:

- Internal Users (SSW Core Programs) are allowed Saturday bookings between 9:00 am and 5:00 pm.
- University Users must request at least six (6) weeks notice in advance of the event (9:00 am - 5:00pm), request considered.
- External Users: Saturday requests will not be considered.

If your extended building hours request is approved, you will be charged for additional security guard services [Refer to Security fee schedule in the Auxiliary Services Section].

## **CANCELATIONS**

To cancel a confirmed event, please email SSW ROOM RESERVATIONS [SSW Room Reservations](#) at least ten (10) business days in advance of the booking date. Your subject line should read in caps: SSW ROOM CANCELTION and include the ROOM RESERVATION NUMBER. Please state the reason for the cancelation in the email.

A Room Cancelation Fee applies, if you cancel less than ten (10) business days in advance of the booking date, a \$100 administrative fee will be applied to the reservation for Internal, University, and External Users.

An AV Cancelation Fee will be applied, \$150 or 10% of AV Services, whichever is greater, if AV is canceled for a confirmed event, less than ten (10) business days prior to the event's booking date.

If you are an External User, the deposit requirement is not refundable and will not be credited to the balance due.

If furniture was rented and the event was canceled less than three (3) business days before the booking date, the User will be responsible for the full cost of the rental furniture.

Waiver of cancelation charges due to inclement weather, illness, or other unforeseen conditions will be decided at the sole discretion of SSW Room Reservations.

NOTE: Not showing up for an event does not constitute cancelation of the event and will incur fees. Late cancellations or no-shows prevent departments, faculty, research centers, and student groups from making use of space in the school.

## **CATERING**

Event organizers [Users] are responsible for making all catering arrangements.

We recommend that Users select catering services from approved Columbia University vendors to ensure proper care and handling of food delivery, food service, and food removal (See Columbia University's [Food Policy](#) for more details)

If this is not possible, the User must ensure that the University (the School) is allowed to discuss food service procedures prior to the day of the event. Deliveries should be made at

the front of the building. Users are responsible for food and beverages to be transported to the event location.

Please take into consideration potential dietary restrictions/preferences of your attendees, e.g., Kosher, Halal, vegan, vegetarian, gluten-free, food allergies, etc.

Make every effort to reduce food waste by matching your order to the number of attendees. Reduce the use of disposable plastic at your event.

Food Warmers with open flames are strictly prohibited. Any event not in compliance with fire code will be immediately shut down and the space evacuated until adjustments are made.

If alcohol is served at your event, you are subject to the University's Alcohol Policy. Details of that policy may be found here [Columbia University Policy on Alcohol](#)

Event organizers are responsible for ensuring that all items (coffee urns, dishware, etc.) are removed after the event. Noncompliance will result in a \$100 cleaning fee.

#### **CHANGES - TO RESERVATIONS**

Internal Users can manage changes to their events, including rooms, date, event time, rooms requested, changes to AV or building services, through EMS Web App. You must submit the change as soon as known to avoid a change fee or Late Fee (\$150) for AV if made less than ten (10) days before the event. You will receive an updated Confirmation Notice or Quotation if fees are applied to the changes.

University and External Users must request the changes in writing to SSW Room Reservations [SSW Room Reservations](#). You will receive an updated Room Reservation that could include a revised Quotation for added rooms or services. You are responsible for review approval and payment to confirm the reservation change.

#### **COMPLIANCE - CONDUCT DURING THE EVENT**

The User agrees to conform to and comply with all applicable New York City, New York State and Federal laws, and regulations of the New York Board of Fire Underwriters, and with all rules and regulations of Columbia University.

All persons are expected to respect all facilities and the rights of others as well as abide by University policies and all NY City and State laws. Any person engaging in disorderly conduct, including verbal or physical, is subject to immediate removal.

#### **DAMAGE TO PROPERTY**

The University (School of Social Work) will hold the User responsible for any physical damages to property associated with an event, including furniture, furnishings, or technical equipment. All costs resulting from the damage and/or loss by the User's participants or

guests shall be paid for by the User. Room users must report the damage incident to SSW Room Reservations.

### **EMERGENCY CONTACTS**

Monday - Friday 9:00 am - 5:00 pm

For any emergency, including personal injury, accident, or if someone becomes ill at an event. Please contact Columbia Public Safety: 212-854-5555

Monday-Friday, after 5:00 pm, and Saturdays, 10:00 am - 6:00 pm

Contacts:

- Columbia Public Safety: 212-854-5555
- Columbia Facilities and Operations: 212-854-2222
- School of Social Work Security Desk: 212-851-2444
- School of Social Work, SSW Room Reservations: 212 -851-2300

### **FACILITIES PROBLEMS - IN THE EVENT SPACE**

If any of the following room conditions are affecting your event, please contact SSW Room Reservations for service: 212-851-2300

- Food
  - Trash cans need to be emptied
  - Food or beverage is spilled on the floor / carpet
- Lights
  - Flickering lights or lights not working
- Restrooms
  - Water overflowing in the sink or toilet
  - No toilet paper or hand towels
- Temperature
  - Too hot / too cold in the room
  - Excessive noise from the air vent overhead

### **FIRE SAFETY MESSAGE**

*In the event of a fire alarm, evacuation of this building is mandatory, in compliance with FDNY Fire Code. Please proceed to the nearest exit and assemble outside on the street, away from the building entrance. Do not re-enter the building without instructions from Public Safety, or FDNY.*

NOTE: This announcement can be made by the event's organizer (person-in-charge), especially at the start of an evening or weekend event.

### **FOOD SERVICE** (See also CATERING)

If food or beverages are being served for an event, Internal Users must indicate food service on EMS Web App. University and External Users must specify food service on the SSW-Event Reservation Form. You will automatically be charged for custodial cleanup after the event (Refer to Auxiliary Services, Custodial Fees for details). Please note on your request if you need custodial maintenance during an event.

If you do not show that food will be served, and food or excessive trash is found by the custodial staff, there will be a \$100 cleaning charge applied. Documentation of the condition of the room will be provided with the invoice.

**FORCE MAJEURE** - Failure to Perform Services in Connection with the Agreement if the School of Social Work shall be unable to carry out its obligations under the 'CSSW Facilities Use Agreement' by reasons of accidents, strikes, labor disputes, sickness or death of key personnel, energy shortages, governmental directives or Acts of God, or other casualty, the University shall be excused from its obligations herewith and shall have no liability under this Agreement. In such event, the User's deposit and all other payments to Columbia in connection with this Agreement shall be returned to the User.

**FRONTING**

SSW Room Reservations defines 'fronting' as a registered student organization or school department using their rate structure to benefit an outside entity, without meeting all the requirements for the discounted rate. Any organization or department discovered 'fronting' will be required to pay the proper rate for their reservation and may have future reservations canceled and may lose their ability to reserve rooms in the future..

**INSURANCE and INDEMNITY** - For External Users

The User agrees to maintain the following insurance at its own cost and expense, throughout the term of this agreement, with insurers licensed to do business in the State of New York, and to provide Certificates of Insurance naming Columbia University as an additional insured:

A. Comprehensive General or Commercial General Liability Insurance (including contractual liability, personal injury liability, host liquor liability, and broad form property damage coverages) with a combined single limit of liability for bodily injury and property damage of not less than \$2,000,000 per occurrence and in the aggregate. The policy shall be endorsed to include The Trustees of Columbia University in the City of New York and its trustees, officers, employees, and agents as additional insured with respect to the use of the University's facilities by the User.

B. If the User has employees on University premises, Workers' Compensation and Employer's Liability Insurance covering each employee of the User with a limit of liability in accordance with the applicable law in the case of Workers' Compensation Insurance, and with a limit of liability of not less than \$250,000 in the case of Employer's Liability Insurance.

The insurances referenced above will be primary coverage; any insurance the University may purchase or maintain will be excess and non-contributory. The User's Comprehensive General or Commercial General Liability Insurance will be written to cover claims incurred during the terms of this Agreement, and discovered, manifested, or made during or after expiration of the Agreement.

The User shall indemnify, defend, and hold harmless the Trustees of Columbia University in the State of New York, and its trustees, officers, employees, and agents from and against all actions, suits, claims, demands, causes of action and proceedings, and all liabilities, losses, judgments, damages, costs, settlements and penalties, including attorney's fees incurred in

connection therewith, arising out of or incident to, directly or indirectly, the use of facilities at the School of Social Work Building, 1255 Amsterdam Avenue, at the dates specified above.

### **LATE FEE - AV**

A Late Request Fee will apply if AV is requested less than ten (10) business days in advance of the date of the event, otherwise audio visual services are not guaranteed and a \$150 late fee is applied. See [audio-visual-services@columbia.edu](mailto:audio-visual-services@columbia.edu) for information about late fees.

### **MINORS**

All programs involving minors (anyone under the age of 18) must be registered with the Office of University Compliance, HR Compliance and The Protection of Minors. You can do this by filling out a questionnaire, found here: [Protection of Minors](#)

Additional information about the policies for the protection of minors can be found here: [Protection and Treatment of Minors](#)

External Users (Groups and Organizations outside the University) must also sign an addendum to the SSW Building Agreement, when they are renting space and hosting minors.

### **NO-SHOW FEE**

A No-Show fee of (\$150) is applied to groups who have requested audio visual services but did not keep, meet, or cancel the reservation two (2) business days in advance of the event's booking date.

NOTE: Not showing up for an event does not constitute cancellation of the event and will incur a No-Show fee.

### **PAYMENT SCHEDULE** - For All Events With Rental and Auxiliary Fees

#### **Internal and University Users** (School of Social Work or Columbia University Affiliates):

To approve a quotation, you need to provide a chart string within ten (10) business days of receiving the quote and at least 10 days prior to your event's booking date. Email to: [SSW Room Reservations](#)

NOTE: Payment is required before the 'tentative due date' on the Tentative Room Request to avoid cancellation.

#### **External Users** (Groups and Organizations Outside of Columbia):

The User shall pay to the University (SSW) a non-refundable **deposit**, in the sum of \$50% of the total rental cost, no later than 30 days before the commencement of the rental period.

Additionally, a **damage deposit** of \$250 will be collected and used if there is damage to any portion of the School of Social Work as a direct result of the event.

**Final payment** (balance) is due ten (10) business days before the event's booking date. If full payment is not received by the due date, the reservation on the room(s) shall be released.



An **Invoice** will be sent to the User at the end of the billing month. The damage deposit (\$250) will be returned to the User, minus any charges for actual damages done to the venue by User or his/her associates.

All payments must be made in the form of a Certified Check, Company Check, or Bank Money Order, payable to The Trustees of Columbia University and mailed to the following address:

Columbia University  
School of Social Work  
1255 Amsterdam Avenue  
New York, NY 10027  
Attn:  
Director of Facilities and Administrative Services

### **PERSONAL PROPERTY**

The University (School of Social Work) will not be responsible nor liable for any loss, theft, or damage to any personal property of the User, or any of its employees, agents, vendors, or participants, during the event.

### **RIGHT OF DISCOVERY**

Any member of the School's faculty or staff who recommends that the School enter an agreement with an organization will reveal in full their relationship with said organization, i.e., a dues-paying member, a member of its Board, etc.

### **RIGHT OF ENTRY**

The University may exercise the right to enter any room which the User has reserved pursuant to this Agreement, for the purposes of management, safety or compliance with applicable rules and regulations.

### **SIGNAGE** (See also ADVERTISING)

If you have a printed poster, you need to request at least ten (10) days in advance for an easel or display holder to post the sign in the lobby of the building or on the event floor's location.

### **SUPERVISION** (See Also Compliance)

The User shall ensure compliance by its participants with all house rules, and shall provide supervision of conference participants adequate to the University's satisfaction at all times during the event.

## CONTACT INFORMATION

Columbia School of Social Work  
1255 Amsterdam Avenue  
New York, New York 10027-5927

**Audio Visual Services** (Office of Computing and Instructional Technology)  
[swavevents@columbia.edu](mailto:swavevents@columbia.edu)  
212-851-2345

**Room Reservations** (Facilities and Administrative Services)  
[swrooms@columbia.edu](mailto:swrooms@columbia.edu) | [swrmrental@columbia.edu](mailto:swrmrental@columbia.edu)  
212-851-2300

## CSSW FACILITIES USE GUIDELINES and POLICY HANDBOOK