

## Facilities Use Policy

The purpose of this policy statement is to outline who may reserve space within the Columbia School of Social Work and sets forth the regulations, procedures, and responsibilities that govern the reservation and use of those spaces. Room reservations are based on a number of factors including, room availability, staffing availability, building security, and holidays.

Spaces covered under this policy include: classrooms, conference rooms, seminar rooms, breakout rooms, terraces, and other areas identified by the School of Social Work as reservable space. For a complete listing of these spaces, please visit the [Rooms & Reservation](#) section on our website [CSSW Room Reservations](#)

Use of the facilities must comply with all applicable New York City and New York State building and fire codes, and with all rules and regulations of Columbia University Event Policies [Columbia University Event Policy](#)

The School of Social Work reserves the right to cancel events at any time, and limit or decline the use of rooms within the Social Work building, if conditions warrant.

### I. Definition of User Groups

A. Internal Users (School of Social Work - faculty, staff, research centers and students)

- The School of Social Work building is primarily an instructional facility dedicated to the educational and research needs of Social Work students and faculty. As such, official Social Work courses take precedence.
- Second priority is curriculum-related activities and school-wide events organized by the dean's office.
- Third priority is given to research and research-related activities directly related to faculty and research programs and centers of the School of Social Work.
- Fourth priority is given to activities granted to School of Social Work administrative departments.

B. University Users (Columbia University schools and affiliates)

- Use of facilities within the Social Work building may be extended to other Columbia University schools, departments, and officially recognized University Student groups to reserve space for academic, administrative, extracurricular activities and events.

### C. External Users (Groups and Organizations outside the School or University)

- Use of facilities within the Social Work building may be extended to user groups outside the School and University that has a program consistent with the University's core educational mission.

## II. Procedures to Reserve Rooms

- Internal Users: Use of facilities within the School of Social Work building by Internal Users shall follow the priority order outlined above in paragraph I.A. on a first-come, first-serve basis. Room requests by internal users shall be submitted through the Event Management System (EMS Web App) [EMS Web](#).

Note: The social work community is provided early access to make room reservations, called 'Pre-calendar' based on the priority order listed above. Events will be approved on a rolling basis with the most immediate events approved first.

- University and External Users: Requests for use of facilities within the School of Social Work building by University and External Users, as defined above, shall be submitted via the SSW Event Reservation Form [Event Reservation Form](#)

## III. Costs/Fees

- Internal Users must pay for all applicable expenses related to facilities use, including AV and technical support, room set-up, custodial clean-up, and security guard coverage. A complete list of auxiliary services can be found in the 'CSSW Facilities Use Guidelines and Policy Handbook'
- University and External Users are required to pay room rental fees and all applicable expenses related to facilities use, including AV and technical support, room set-up, custodial clean-up, and security guard coverage. A complete list of auxiliary services and room rental fees can be found in the 'CSSW Facilities Use Guidelines and Policy Handbook'
- Cancelation Fees will be applied for all Users, if the notice of cancelation is given less than ten (10) business days prior to the booking date. Please refer to the 'CSSW Facilities Use Guidelines and Policy Handbook' for additional details and fee schedule: Room Cancelation Fee, AV Cancelation Fee, AV No-Show Fee.
- Note: The School of Social Work will also 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.

## IV. Facilities Use Agreement

- External Users are required to sign the School of Social Work's 'CSSW Facilities Use Agreement', provide proof of insurance, and submit a 50% deposit to secure the reservation. A copy of the Facilities Use Agreement that includes the terms and requirements can be found on the CSSW website [CSSW website](#)