

Room reservation procedures, guidelines & fees

Social Work Building, 1255 Amsterdam Ave. (go to [Map & Directions](#))

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Rooms at 1255 Amsterdam Avenue may be directly reserved by CSSW student groups, faculty and staff members via Columbia University's [Event Management System \(EMS\)](#). Procedures are described in more detail below.

Those not affiliated with CSSW may also reserve rooms. Again, procedures are described below.

AV equipment and services is not automatic and guaranteed; please make sure you request AV with your room reservation if you need it.

Charges apply for some services—e.g., AV services, setup and cleanup, security and room rental. These, too, are described below.

Some pointers on the EMS system:

- After [logging in to the EMS](#), users must complete **all** required fields and accommodations for the event or meeting. A final confirmation will be sent by the EMS coordinator for the online reservation within two business days.
- Online reservations may be made **no less than 18 hours prior to the event**.
- For reserving rooms less than 18 hours ahead, please email your request to swrooms@columbia.edu. If the room is still available, a reservation will be made and a confirmation emailed to you.
- To cancel a reservation, please e-mail swrooms@columbia.edu at least two business days before the reserved date. Otherwise, you will be billed for any charges.

1) Procedures for faculty, adjuncts, staff, student leaders, CU affiliates & non-affiliates

Please click on the link that applies to you in this list:

- [Full-time Faculty](#)
- [Adjunct Faculty & TAs](#)
- [Advisors](#)

- [Staff](#)
- [Student Leaders/Groups](#)
- [CU Affiliates](#)
- [General public](#)

Full-time Faculty

Through your [\(V\)EMS account](#), you may directly reserve conference rooms and request classrooms and breakout rooms. NOTE: For classroom reservation requests less than 18 hours in advance, please e-mail swrooms@columbia.edu, including any AV requests.

Adjunct Faculty & TAs

If you would like to reserve classrooms, conference rooms, or breakout rooms, please [check room availability](#) and then send an e-mail request to Instructional Support Services (ISS): ssw-iss@columbia.edu, including any AV requests. NOTE: Instructors who would like to make a one-time classroom switch, combine classes, or extend class time should e-mail Instructional Support Services (ISS) at ssw-iss@columbia.edu. ISS will coordinate the changes, after which Room Reservations will update EMS.

Advisors

To make a room reservation to meet with your students, please complete the following three steps:

1. Check [room availability](#) on (V)EMS.
2. Download the [Room Reservation Form](#) (MS word: 1 page) and fill out. NOTE: This form can also be found in Course Works, under "Files & Resources."
3. E-mail the form to ssw-iss@columbia.edu [<mailto:ssw-iss@columbia.edu>](mailto:mailto:ssw-iss@columbia.edu), including any AV requests.

Staff

Please [log in to your Virtual EMS account](#) to check room availability and reserve a room and add any AV requests. NOTE: For login assistance, please contact swrooms@columbia.edu.

Student Leaders/Groups

Recognized Students Groups may reserve rooms and common areas on floors 4, 3, 2, and the concourse level. For further information and assistance, please contact the Program & Events Coordinator at swstudevent@columbia.edu, in the Office of Student Services. Questions? Please e-mail swrooms@columbia.edu.

CU Affiliates

If you are a CU Affiliate, please review our [Building Use Policy](#) (PDF: 4 pages). Also please note that depending on your reservation the following charges may apply:

- Room Rental Fees
- AV Fees

- Labor, Custodial and Security Fees (see below).

Please send your room reservation request to swmrental@columbia.edu.

Non-Affiliates

If you are not affiliated with Columbia University, please review our [Building Use Policy](#) (PDF: 4 pages) and complete the [CUSS Building Use Agreement](#) (PDF: 3 pages). Send completed form and request to swmrental@columbia.edu.

2) Guidelines for Room Usage

- Room reservation requests must be submitted at least 48 hours before the event.
- An interval of 15 minutes for setup and cleanup is necessary between reservations.
- Events must end by 1:00 a.m. No loud music may be played past midnight. Live amplified music is not allowed at any time.
- No food is allowed in classrooms.
- To cancel a reservation, please e-mail swrooms@columbia.edu at least two business days before the reserved date. Otherwise, you will be billed for any charges.

SEE ALSO: [Building Use Policy](#) (PDF: 4 pages)

Questions?

CSSW Users please contact swrooms@columbia.edu.

Columbia Affiliates and Non-Columbia please contact swmrental@columbia.edu.

3) Fees

Depending on the day, time and room, events may incur the following charges:

- [Room Rental](#)
- [Audio/Visual](#)
- [Labor, Custodial and Security](#)

Room Rental Fees

The fees listed below are for events up to eight hours long, and are subject to change without notice.

| | Columbia University Schools and Depts. | Non-University Users |
|------------------------|---|---------------------------------|
| Concourse Level | | |
| CO1/CO2 | \$125 each | \$150 each |
| CO3 | \$600 | \$750 |

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|--|---|--|
| CO5/CO6 | \$500 each | \$600 each |
| Hallway | \$400 (\$125 with rental of a classroom) | \$500 (\$150 with rental of C03, C05 or C06) |
| 3rd Floor | | |
| 301 | \$400 | \$500 |
| 302 | \$325 | \$400 |
| 304 | \$400 | \$500 |
| 305 | \$400 | \$500 |
| 306/307 | \$100 each | \$125 each |
| 311/312 | \$600 together/\$400 each | \$750 together/\$500 each |
| Terrace | \$475 | \$600 |
| Soft-seating area in hall (overlooking reading room) | \$400 (\$125 with rental of a classroom) | \$500 (\$150 with rental of 311/312) |
| 4th Floor | | |
| 401 Electronic Classroom | Please contact swmrental@columbia.edu for quote | |
| 402 | \$175 | \$200 |
| 404/405/406 | \$400 each | \$500 each |
| 407/408/409/410 | \$100 each | \$125 each |
| Hallway | \$400 (\$125 with rental of a classroom) | |
| 11th Floor | | |
| 1109 | \$800 | \$1000 |
| Terrace | \$475 | \$600 |

Audio Visual Fees

A five (5) business days' advance written notice to swav@columbia.edu is required when requesting AV services. For important events during non-class time (e.g., holidays, summer and winter breaks, weekends, and evenings), we recommend a lead time of 2–3 months to ensure that AV staff are available as AV is not automatically guaranteed for events scheduled during non-class times. For AV services questions and estimate, please e-mail swav@columbia.edu.

Cancellation Policy: A five (5) business days' advance written notice to swav@columbia.edu is required. Without this formal advance notice, AV fees will be applied.

Recommendation: As a matter of practice, event coordinators and users should test out the facilities and media presentations a day or two before important events to ensure the event runs smoothly and successfully.

Labor, Custodial and Security Charges**Labor Charge (to set up and break down room):**

Monday-Friday: \$200

Saturday and Sunday: \$300

Custodial Charge (for cleanup after event): \$58/hour

For Columbia University or CUSSW events, custodial charges are billed directly from Columbia University Facilities. This is just a guide to calculate an estimate for your event. There is a 1-hour minimum for cleanup after each event. If custodial staff is needed after 2:30pm Monday-Friday and at any time on weekends for an event, there is a 4-hour minimum.

If there will be food served for an event, custodial clean-up is mandatory and you will be charged.

Security Charge (applies after posted building hours):

\$50/hour

Questions?

If you work for are affiliated with Columbia University School of Social Work, please contact swrooms@columbia.edu. Columbia University affiliates and members of the general public should contact swrmrental@columbia.edu.