

School of Civil and Environmental Engineering
Conference Center
Hollister Hall

Phone: 255-3438, Fax: 255-9004, Email: civil_env_eng@cornell.edu

The Conference Center area is a facility designed for a wide range of activities. This includes workshops, receptions, conferences, distance-learning classes, and other educational activities. A request can be made for individual rooms within the Center or a combination of all four: Lounge, Kitchen, Electronic Classroom, and the Conference Room.

Priority for Conference Center usage is as follows:

1. CEE School functions, including time for general school use;
2. General College functions, requested and scheduled by a College official;
3. Other Engineering Units, requested and scheduled by unit staff;
4. Engineering student groups.

General Policy:

The John F. McManus Lounge is not a classroom; therefore, exclusive periodic use of the lounge for courses may not be scheduled. **In addition, multiple blocks of reservations for individual company recruiting activities, meetings, workshops, short courses, etc. will be limited.** The Meyburg Electronic Classroom can be scheduled for Engineering Distance Learning courses and CEE courses only with the CEE Undergraduate Office Coordinator during course scheduling.

All participants are expected to confine their activities within the building to the Conference Center area. Adjacent restroom facilities are available. All participants are expected to clear the facility by the end of the reserved time.

The Conference Center is to be left in clean, orderly condition; the Conference Center furniture must be put back in its original arrangement. All materials and litter should be picked up and placed in garbage cans. A completed **check-off list must be submitted after any event.** Misuse and damage to the Center and/or building will result in the possible levy of an additional fee and exclusion from use of this facility in the future.

Reservations:

The Administrative Assistant, 220 Hollister Hall, at 255-3438, is in charge of reserving the Conference Center.

Non-engineering units within Cornell University or outside groups will be charged a rental fee (see CEE Request Form for rates). The rental fee for all engineering units will be subsidized by CEE. **Engineering units will be charged \$15 per hour for the use of McManus Lounge and the Meyburg Classroom, and \$10 per hour for the conference room.** A non-refundable deposit of \$25.00 for use of the lounge is required from all non-engineering student organizations. This deposit is part of the rental fee. Your reservation is not final until the request form is approved by CEE and all necessary paperwork completed. All events (including Engineering activities) held after **4:00 p.m. will be charged a \$17.00 fee per hour for an attendant.** This person is not responsible for setup or cleaning up after your event but is available to assist with problems, lockup and access to needed Conference Center facilities (phone, kitchen, janitor's room, AV equipment, etc).

Equipment Usage:

The School does not have labor available for set-ups and takedowns of tables and chairs for use in the Conference Center. The School is able to provide the following audio-visual equipment: Overhead and computer projection, CD, Cassette, VCR, and Wireless PA.

Emergencies, Problems: Main Office M-T 8 to 4:30, F 8 to 4, 255-3438 Cornell Police, 255-1111.

Conference Center Room Reservation Policy

1. All reservations requests must be submitted in writing for approval.
2. Civil & Environmental Engineering members may request reservations four months or less in advance of the proposed meeting.
3. Other Engineering units may request reservations two months or less in advance of the proposed event.
4. In extraordinary circumstances **CEE** and **Engineering events can override** other scheduled events upon approval from the Director/Director of Administration. Adequate advance notice will be given.
5. All non-engineering hosting and enterprise events will be charged regular room rental fees.

	Regular Charges:	College of Engineering Charges
Meyburg Electronic Classroom: <i>Room 162, Capacity 23</i>	@ \$30.00 for 1 st 2 hours \$10.00 each additional hour	\$15 each hour
McManus Lounge: <i>Room 166, Capacity 99</i>	@ \$55.00 for 1 st 2 hours \$25.00 each additional hour	\$15 each hour
Conference Room: <i>Room 167, Capacity 8</i>	@ \$25.00 for 1 st 2 hours \$15.00 each additional hour	\$10 each hour
Kitchen: <i>Room 165, Capacity NA</i>	no fees	no fees

When using the Meyburg Classroom, McManus Lounge or the Conference Room for video teleconferencing events there will be an additional charge of \$65 an hour.

A CEE staff member is required to be available after 4:00 p.m. Monday thru Friday and on the weekend, a fee of \$17.00 per hour will be charged to cover this cost. This includes anytime between 4:00 p.m. and the start of your event Monday through Friday. A minimum of \$41.00 will be charged for events on Saturday and Sunday. A staff member is also required when use of AV equipment is required and/or food is being served.

6. Each room used must be returned to the original configuration (see lounge diagram).
7. CEE also reserves the right to charge non-CEE School events an **additional fee of \$100.00 if above additional cleaning** is required after the event.
8. Cancellations received 8 days prior to the event will not be charged any fees other than expenses that the CEE School has incurred on behalf of the event. Cancellations received less that 8 days prior to any event will be charged 50% of the original fee plus any other costs associated with your request.

Under unusual circumstances, the Director/Director of Administration can make exceptions to these policies. For example, conferences and short courses may need to be scheduled far in advance.

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Room Request and Reservation Form

Phone: 255-3438 Fax: 255-9004 Email: civil_env_eng@cornell.edu

Title of Event:			
Description/Purpose of Event:			
Person Responsible for Event:			Cornell ID#
Dept:	Dept. Address:	Phone:	E-Mail:
		Fax:	
Date of Event: / /		Is your event on a weekend? <input type="checkbox"/> Yes / <input type="checkbox"/> No	

(IMPORTANT NOTE: please include ½ hour to an hour for setup time and time to return room to its original configuration, before and after the event)

Setup Time: <input type="checkbox"/> AM / <input type="checkbox"/> PM	Ending Time: <input type="checkbox"/> AM / <input type="checkbox"/> PM
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Account # to Charge Rental Costs: _____ **Authorization Signature** _____

Rooms Needed:

McManus Lounge, 166 Kitchen, 165 Meyburg Classroom, 162 Conference Room, 167

Estimated number of Attendees: _____ Video Conference

Type of Event (check all that apply):

•Catered Meal <input type="checkbox"/>	Conference <input type="checkbox"/>	Faculty/Staff Group <input type="checkbox"/>
•Alcohol Served <input type="checkbox"/>	Lecture <input type="checkbox"/>	Student Group <input type="checkbox"/>
Attendance over 50 <input type="checkbox"/>	Reception <input type="checkbox"/>	Other: _____

(●)If any of these items are checked, a Use of University Property Form must be completed. A copy of the approved form must be provided to CEE prior to the event. The form can be obtained at <http://www.activities.cornell.edu/eventreg/>

Caterer's Name:	Caterer's Phone:
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(Important NOTE: Caterer must be licensed and insured with Cornell.)

Please list any requests for AV equipment needed:

<u>CEE Use Only</u>	
CEE staff required ___ Yes ___ No	Rental Costs \$ _____
CEE Approval _____	Date _____
Comments _____	

Alcohol and Catering Guidelines for Events at Cornell University

Departments, organizations, club and other groups sponsoring events with alcohol and food may hire non-Cornell affiliated caterers but must follow these guidelines in order to facilitate effective communication between campus offices and to ensure that individuals planning events are aware of their responsibilities.

Events with Alcohol:

A **licensed caterer** must be obtained for the service of alcoholic beverages under the following conditions:

1. Admission is charged or tickets are sold;
2. Food is sold or provided by a caterer;
3. Anything of value is exchanged for alcohol; or
4. The group exceeds 50 people.

It is the responsibility of the caterer to obtain a **liquor license**. This should be done within ten working days prior to the function in order to allow for proper notification of the New York State Liquor Authority.

This is a New York State law, and individual(s) planning events must abide by this law by working with a licensed caterer who meets Cornell's insurance requirement, and such events must be registered with Student Activities, 521 Willard Straight Hall.

It is also the responsibility of the individual(s) planning the event, in conjunction with the licensed caterer, to ensure that the following laws are observed: The New York State Law Pertaining to Alcohol, The Open Container Law of the City of Ithaca, and the Alcohol Beverage Commission Regulations of the State of New York. Individual departments or Building Coordinators may impose other restrictions on areas in their jurisdiction on campus.

Events with Catered Food:

A Certificate of Insurance issued by the caterer's insurance agent must be on file in Cornell's Office of Risk Management and Insurance. This document must show:

- Worker's Compensation for all of the caterer's employees;
- Coverage in the amount of \$1M in general liability, per occurrence, which includes products' liability; and
- Cornell must be named as "additional named insured" for the event.

Use of University Property Form & Liability Insurance:

Groups renting space for private functions are required to complete a Use of University Property Form and obtain sufficient liability insurance coverage for each event. This form is available online at <http://www.activities.cornell.edu/eventreg/>. Please contact the Director of Cornell University Office of Risk Management & Insurance for further information and details. You can contact this office by Phone: (607) 254-1575 or Fax: (607) 254-1555.

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Check-Off List to be returned to Main Office, Room 220.

- _____ Floors are clear of trash.
- _____ Tables have been cleaned and returned to original configuration (see lounge diagram).
- _____ Kitchen has been cleaned.
- _____ Chairs have been reset in original configuration (see lounge diagram).
- _____ All trash removed to dumpster or placed in cans.
- _____ All articles from function have been removed.
- _____ PA System off; wireless microphone off, and placed in a secure location.
- _____ Audiovisual and computer systems off.
- _____ Lights off.
- _____ Doors locked.

Date of function: _____

Name of Group: _____

Signature: _____

Phone: _____

At the completion of your event, please obtain the signature of the supervising CEE attendant.

CEE Attendant Signature

Date