

# ROOM ASSIGNMENTS POLICY

## INTRODUCTION

Space at Teachers College is limited and rooms may only be used for courses and activities aligned with the business of the College. As an academic institution, the College gives first priority to courses. Rooms are never to be used for personal use or outside organizations (unless approved by TC Senior Leadership). Misrepresenting the nature of a room request is a violation of TC's conduct code. Failure to comply with any of the terms of this policy may lead to refusal of future room requests.

The Office of Room Assignments ("Room Assignments") processes room requests for both academic and non-academic activities. Room Assignments neither coordinates long-term reservations nor reclassifies room ownership and/or designation. Room Assignments is also not responsible for the furniture or technology located within each room. This policy only applies to the rooms controlled by Room Assignments. The following spaces are controlled by separate offices and are subject to their respective policies: Gottesman Libraries, Grace Dodge Dining Hall, Russell Courtyard, Macy Computer Labs, academic departments, hallways, and residence halls.

## I. WHO CAN REQUEST SPACE

TC faculty, staff, or students may submit room requests. Room Assignments reserves the right to modify or cancel room requests at any time with respect to the best interests of the College.

### Faculty

- Academic activities (courses and breakout rooms for courses)
- Department activities (if department space is unavailable)
- College-sponsored events (meetings and events run solely by the College and primarily attended by TC faculty, staff, or students)
- Co-sponsored events with affiliated professional groups/organizations

### Staff

- Department activities (if department space is unavailable)
- College-sponsored events (meetings and events run solely by the College and primarily attended by TC faculty, staff, or students)
- Co-sponsored events with affiliated professional groups/organizations

### Students

- Student organization events
  - For recognized student organizations approved by the Office of Student Affairs (OSA)
  - Only signatories may request space on behalf of recognized student organizations
  - OSA must approve the event prior to Room Assignments processing the request
- Academic-related activities
  - Doctoral dissertation defenses and dissertation proposal hearings
  - Meetings and events to satisfy degree requirements (e.g., music recitals)

- Study groups and research meetings when space is unavailable at Gottesman Libraries (must be scheduled individually and not on a recurring basis)

### **Alumni**

- Events must be co-sponsored by the Office of Development and External Affairs (“DEA”)
- Alumni may not request rooms for non-college business or personal use

### **Affiliates – Columbia University and Barnard College**

- Courses (after TC courses have been assigned rooms)
- Student events that are approved by respective CU/BC student life offices and TC;s Office of Student Affairs (OSA)
- CU/BC are considered outside organizations for the purpose of booking space for non-academic activities

### **Outside Organizations (including Jewish Theological and Union Theological Seminaries)**

- Not permitted unless an exception has been granted in writing by TC Senior Leadership and meets criteria consistent with the mission of the College

## **II. TYPES OF ROOM REQUESTS**

### **Internal Events**

College-sponsored events are a) run solely by the College and b) primarily attended by TC faculty, staff, or students. They may also be OSA-approved events run by recognized TC student organizations. Events that will have outside attendees require additional approval by TC Senior Leadership. Events that are exempt from additional approval include: Admissions Open Houses, Admitted Students Day, Academic Festival, Orientation, Commencement activities, Academic Homecoming, Marx lectures, Sachs lectures, Teachers College Reading and Writing Project Institutes, and similar programs for which tuition or similar fees are paid to the College.

**Fees:** Internal events do not require a room use fee. However, Milbank Chapel (ZB 125) and Cowin Auditorium (HM 147) require Media Services staffing, for which fees will be charged. Additional fees may be assessed by Media Services, Public Safety, and Facilities for these and other rooms based on the nature of the event and number of participants. In addition, if the event uses more than five rooms, a use fee may be charged. Event coordinators must work with these offices directly to determine the services needed. Charges for these services will be billed to the index of the sponsoring office or department. All room reservations and requests for auxiliary services (e.g., furniture set-up, security services, and technology requests) must be handled by a TC employee.

### **Student Events – Recognized TC Student Organizations**

Events run by TC student organizations must be approved and submitted to Room Assignments by the Office of Student Affairs. Student organization members should not enter room reservation requests in 25Live directly. Milbank Chapel (Zankel 125) and Cowin Auditorium (Horace Mann 147) require media services and fees are charged for these services. Fees may also be assessed by Public Safety and Facilities for these and other rooms based on the nature of

the event and the number of participants. In addition, if the event uses more than five rooms, a use fee may be charged.

Any requests for rooms by individual students must be directly related to their academic study at TC. Rooms may not be used for personal use (e.g., birthday parties, meetings of outside organizations, business). Rooms for study groups and other academic purposes will be assigned on a space-available basis. Rooms will not be assigned on a recurring basis.

### **Student Events – Barnard College and Columbia University**

Approved student groups from Barnard College and Columbia University (verified by the appropriate BC or CU office) may request space at TC if there is no space available at their home institution. Typically these requests are limited to occasional meetings rather than on-going activities or large special events. All requests for TC space use must go through TC’s Office of Student Affairs. If approved, Student Affairs personnel will make the formal room request on behalf of the student organization. Members of BC and CU student organization should not enter room reservation requests in 25Live directly. Attendees at these events must primarily be students at the home institution.

### **Co-Sponsored Events**

Co-sponsored events must be hosted by both the College and an affiliated organization or group. Co-sponsorship requires active and substantive participation by the College and/or a TC department. The event must be consistent with the mission of the College. All co-sponsored events must have the written approval of the department chair or the director of the TC administrative unit and the TC coordinator of the event who is co-sponsoring the event before room requests are considered. Room use must also be approved by Room Assignments on behalf of the Office of the Provost.

All room reservations and requests for auxiliary services (e.g., Facilities, Public Safety, Media Services, and CulinArt) must be overseen and coordinated by a TC employee. Each co-sponsored event must have a TC contact who can handle all internal aspects of the event and coordinate event space updates. Users who request space for a co-sponsored event must complete the co-sponsorship application (see Appendix A). In addition, requests for space for any co-sponsored event must be accompanied by a Certificate of Insurance for Commercial General Liability (see Appendix B), as well as an endorsement to the insurance policy which names TC as an additional insured. Any exceptions must be approved by the TC Risk Manager.

**Fees:** Co-sponsored events require a room use fee. Fees are based on the number of rooms reserved and the length of the reservation. Additional fees apply for Milbank Chapel (ZB 125), Everett Lounge (ZB 118), Grace Dodge 177-179, and Cowin Auditorium (HM 147) and for weekend events.

<b>ROOMS</b>	<b>USE FEES</b>
Milbank Chapel	\$300 per hour (\$400 Sat & Sun)
Everett Lounge	\$300 per hour (\$400 Sat & Sun)

ROOMS	USE FEES
GD 177-179	\$300 per hour (\$400 Sat & Sun)
Cowin Auditorium	\$360 per hour (\$460 Sat & Sun)
1-5 rooms	\$120 per hour (\$220 Sat & Sun)
6-10 rooms	\$200 per hour (\$300 Sat & Sun)
10-15 rooms	\$300 per hour (\$400 Sat & Sun)

Use fees include a \$45 per hour fee for Media Services and a \$45 per hour fee for Public Safety (each with a 4-hour minimum). If additional Media Services and Public Safety services are provided, use rates will be increased. Fees may also be assessed by Facilities based on the nature of the event and number of participants. Event coordinators must work with these offices directly to determine the services needed. Charges for these services will be billed to the index of the sponsoring office or department. All room reservations and requests for auxiliary services (e.g., furniture set-up, security services, and technology requests) must be handled by a TC employee.

### **External Events**

Due to the limited availability of space, the College generally does not allow outside organizations to use space. Any exceptions must be approved in writing by TC Senior Leadership. If an exception is made, the outside organization must, prior to the event, execute a contract with the College and submit a Certificate of Insurance for Commercial General Liability, as well as an endorsement to the insurance policy (with a minimum liability of \$1,000,000). The liability amount may be varied at the discretion of the TC Risk Manager.

Approved student groups from Barnard College and Columbia University (verified by the appropriate BC or CU office) may request space at TC if there is no space available at their home institution. Typically, these requests are limited to occasional meetings rather than on-going activities or large special events. All requests must have the written approval from both TC OSA and the Student Activities/ Life office at the respective college/school. Attendees at these events must primarily be students at the home institution.

**Fees:** External events require a room use fee. Fees are based on the number of rooms reserved and the length of the reservation. Additional fees apply for Milbank Chapel (ZB 125) and Cowin Auditorium (HM 147) and for weekend events.

ROOMS	USE FEES
Milbank Chapel	\$360 per hour (\$460 Sat & Sun)
Cowin Auditorium	\$480 per hour (\$580 Sat & Sun)
1-5 rooms	\$240 per hour (\$340 Sat & Sun)
6-10 rooms	\$480 per hour (\$580 Sat & Sun)

<b>ROOMS</b>	<b>USE FEES</b>
10-15 rooms	\$600 per hour (\$700 Sat & Sun)

Use fees include a \$45 per hour fee for Media Services and a \$45 per hour fee for Public Safety (each with a 4-hour minimum). If additional Media Services and Public Safety services are provided, use rates will be increased. Fees may also be assessed by Facilities based on the nature of the event and number of participants. Event coordinators must work with these offices directly to determine the services needed. Charges for these services will be billed to the index of the sponsoring office or department. All room reservations and requests for auxiliary services (e.g., furniture set-up, security services, and technology requests) must be handled by a TC employee.

### **III. ACADEMIC SPACE**

The following rooms are considered academic space and will not be reserved for non-academic activities until course assignments have been finalized for a term (at the conclusion of the add/drop period). Room specifications, images, hours, and other information can be found on the Room Assignment website.

<b>BUILDING</b>	<b>ROOMS</b>
Grace Dodge Hall (GDH)	271 (Tudor Room), 273A, 273B, 277, 279, 281, 285, 359, 361, 362, 363, 365, 369, 449, 452, 457, 461, 465, 535, 537, 539, 541, 543, 545, 547
Horace Mann Hall (HM)	234, 332, 424, 431, 432, 433, 436, 438
Macy Hall (MY)	130, 261, 262, 263, 347A
Thompson Hall (TH)	136, 227, 229, 323A, 422
Thorndike Hall (TR)	54, 157
Zankel Building (ZB)	214, 406, 408, 418
Macy Computer Labs	345B, 345C

Advance reservations may be needed for academic space in order to plan for annual workshops and specific events. Room Assignments cannot guarantee the availability of academic space even if those requesting space meet qualifying conditions.

Event organizers may also request academic space in order to accommodate breakout sessions for large events. Requests for academic space are not guaranteed and will not be confirmed until course assignments have been finalized at the conclusion of a term's add/drop period.

#### **Special Hours**

- MY 263 and ZB 408 are unavailable prior to 4:00 PM Monday thru Friday

- GDH 363 is unavailable prior to 5:00 PM Monday thru Thursday
- MY 345B and MY 345C are available contingent upon CIS staffing and approval.

**Classrooms Equipped with Advanced Technology**

Many TC rooms are designed for specific types of pedagogical activities and may include advanced technologies. A complete listing of room specifications and images is located on the Room Assignments website. Room Assignments will assign courses and events to classrooms with advanced technology only when available. Event organizers should contact Media Services regarding questions on room technical features.

**IV. EVENT SPACE**

The following spaces are considered event space until 5:00 PM Monday thru Friday. Non-academic activities will be directed to request event space prior to requesting academic space. Once space is confirmed for event use, the reservation will not be cancelled for use by courses or other events. However, event space that has not been booked for events during the course assignment process may be assigned to courses. Room specifications, images, hours, and other information can be found on the Room Assignment website.

<b>BUILDING</b>	<b>ROOMS</b>
Grace Dodge Hall (GDH)	177, 179 , Dining Hall
Horace Mann Hall (HM)	138, 140, 142, 144, 146, 147 (Cowin Auditorium), 148, 150, 152
Zankel Building (ZB)	109 (Trustees Room), 118 (Everett Lounge), 125 (Milbank Chapel)
Russell Hall Courtyard	Upper, Lower * Russell Courtyard is not ADA accessible and cannot be booked at present time.

Event space is reserved on a sliding scale of availability. The scale is an approximation to ensure that event space is available for annual workshops and events. The scale also seeks to ensure that event space remains continuously available up through any given date. Academic space cannot be confirmed prior to the completion of the add/drop period.

<b>TIME FRAME</b>	<b>% OF EVENT SPACE RESERVED IN ADVANCE</b>
9-12 months	Up to 25%
6 -9 months	Up to 50%
3-6 months	Up to 75%

**V. GENERAL GUIDELINES**

**Order of Priority**

Due to limited space and the academic mission of the College, Room Assignments adheres to the following order of priority when confirming rooms. Room Assignments will process in the order received if two competing activities within a priority level are requesting the same room(s).

<b>PRIORITY</b>	<b>ACTIVITY</b>
1	Courses
2	Breakout rooms for courses
3	Annual College-wide events (e.g., Admitted Student Day)
4	Annual workshops
5	Internal events (e.g., department meetings)

### **Course Assignments**

Classroom assignments are made during the course scheduling process for each term. Courses are assigned based on anticipated enrollments, disability accommodations, and specific requests for room configurations and technology. Departments may request particular rooms for courses. However, Room Assignments cannot guarantee that the assignment will be fulfilled. Regardless of the requests received, Room Assignments reserves the right to relocate courses based on enrollments and room capacities. Additionally, Room Assignments may move a course in order to maximize classroom utilization. To ensure compliance with fire code and safety regulations, courses may be moved if they exceed a room’s capacity. Courses may also be moved in their enrollments do not justify the size of their requested rooms.

Room Assignments will prioritize requests for specific rooms in the following order:

<b>PRIORITY</b>	<b>COURSES</b>
1	Those requiring assistive technology and/or disability accommodations
2	Those requiring specific technology for pedagogical purposes
3	Those requesting specific rooms in RAPOS
4	Those requesting specific rooms after the RAPOS deadline submitted via green sheets or email (processed in the order received)

Breakout rooms for courses may be requested but are not guaranteed. Breakout rooms will be confirmed after all course assignments have been finalized, which occurs at the conclusion of the add/drop period for the term.

Room Assignments is not responsible for technology or furniture setup. Instructors and departments must reach out to the appropriate TC offices.

### **Submitting Event Requests**

Room Assignments has implemented the following restrictions in order to ensure fair and equitable room use:

- All requests must be submitted in 25Live (no requests via email or telephone)
- Requests cannot be made more than one year in advance of the event start date
- Rooms may not be used for personal use (e.g., birthday parties, meetings with outside organizations, or personal business)
- Events requiring multiple rooms or events spanning multiple days may be required to work with Room Assignments to break up requests in order to reflect actual usage of rooms (with a primary goal of minimizing the amount of time that space sits empty)
- Requesting a room, even if it appears available in 25Live, does not automatically confirm the space

To assist with efficient processing of room requests, Room Assignments requires:

- Requests should be submitted at least 24-48 hours before the event start time
- Requests include detailed descriptions and no acronyms
- Requests include the name and contact information for events' main contacts/coordinators.
- An accurate estimate of attendance so that confirmed space will accommodate the anticipated occupancy of the event
- Separate requests must be made for spaces controlled by other TC departments (e.g., Everett Lounge and Grace Dodge Dining Hall)
- Public Safety must be contacted as soon as possible for events involving minors

The College has very limited capacity to provide space and cannot guarantee the availability of rooms even if those requesting space meet qualifying conditions.

Room Assignments can assist with questions regarding the room reservation process, as well as technical issues with 25Live. Room Assignments provides training on 25Live when necessary.

### **Confirming Event Requests**

Confirmation of space is dependent on when the event is occurring during the academic term. If events involve multiple recurring dates, Room Assignments will only confirm rooms for the sessions during the current term. Room Assignments adheres to the following timelines:

<b>TIME</b>	<b>CONFIRMATION</b>
Events occurring prior to the first day of the term	Within 1-2 business days
Events occurring during the add/drop period	24-48 hours prior to the event start time
Events occurring after the add/drop period	Within 7 business days (after the conclusion of the add/drop period)



Requests for space during upcoming terms will be tentatively held until the add/drop period has passed and all course assignments have been finalized. While a tentative hold does not guarantee space assignment, it does make the requested room unavailable for other requests. Should Room Assignments need to remove a tentative hold and reassign the space, the requester will be provided with a comparable alternative space. At that point, Room Assignments will send a confirmation email if the room is still available. Same-day requests are subject to availability of appropriate space and of Room Assignments staffing to process the request. Room Assignments recommends sufficient time for the review of requests that require additional approval (e.g., co-sponsored events and events involving minors).

**Submissions do not constitute approval. Reference numbers are not confirmations.**

Room Assignments is not accountable for the following:

- Confirmation of same-day requests
- Inaccurate information in requests (e.g., dates, times, or requested rooms) that may cause an event to be placed in a less-than-ideal alternate space
- Identifying space off-campus for an event, including Columbia University and other affiliated institutions, if no space is available at the College

To maximize space utilization, Room Assignments may occasionally need to relocate confirmed events.

**Cancelling/Adjusting Event Requests**

The College expects that events will utilize all space that has been requested and confirmed. Event organizers must notify Room Assignments of any cancellations or time adjustments so that space at the College does not sit empty. Failure to adhere to these guidelines may jeopardize one's ability to submit future room requests.

**TC Normal Operations**

TC auxiliary services do not have normal operations when the College is closed. Room Assignments will not confirm requests made on observed TC holidays unless prior approval is given by Public Safety and Facilities. Due to safety concerns, all events are expected to end at 10:00 PM.

**Fees**

Rate fees reflect the cost at the time of this policy was last revised and may change if the cost of services increases. Outside organizations must pay use fees prior to the event start date. Any requests for waivers of use fees must be approved in writing by TC Senior Leadership. Use fees will be charged if reservations are cancelled within 48 hours of the event. There will be no cancellation charges for reservations cancelled more than 48 hours before the event unless individual contracts provide otherwise.

Room reservations must include time for set-up and clean-up. Rates will be charged for the entire length of the reservation and room use, including the time for set-up and clean-up.

All groups using space are financially responsible for damage to rooms and equipment. This applies to events sponsored by the college, co-sponsored events, student groups, and outside organizations. Groups using space should note any room and/or equipment damage at the

beginning of the event.

### **TC Minors Policy**

Permitting minors (participants under the age of 18) on campus poses unique challenges to the College. The College has developed a comprehensive policy regarding Minors on Campus and departments hosting events with minors (excluding the formal TC programs Hollingworth and Rita Gold) must obtain all necessary review and approval of the event from Public Safety prior to the start of the event. Failing to do so will result in the College cancelling the event.

Events involving minors are expected to contact Public Safety prior to submitting a room request. Room Assignments will not confirm space for events involving minors until Public Safety has provided approval.

### **Catering**

CulinArt is the exclusive caterer on campus. All conferences, workshops, and events held at the College must be catered by CulinArt. This includes all internal events, co-sponsored events, and external events.

### **Room Set-up**

All parties using TC facilities are expected to follow TC guidelines for room use as set forth in this policy and as provided by authorized TC staff members. If damages are sustained in the room, or to furniture or technical equipment, the requesting department, organization, or group will be responsible for the cost of repair. In addition, all room users whether for meetings, events, or academic classes are expected to return rooms to their original condition at the end of the room reservation for that day.

Although many TC rooms have movable furniture, each room has a standard set up. If an event requires a specific set up, the user must submit a work order to Facilities in advance. Facilities will charge a fee to return rooms back to the standard set up. Furniture may never be taken in or out of a room by anyone other than authorized Facilities staff.

### **Classroom Technology**

Technology set-up and services must be requested from Media Services. Sufficient time (two weeks is preferred but one week is the minimum) is required. Adequate time for set-up and clean-up must be requested in the original room reservation. Activities in Milbank Chapel, Cowin Auditorium, and GDH 177/179 are required to work with Media Services for use of the technical equipment in these rooms. It is expected that all activities (academic and non-academic) will notify Media Services if room reservations have been modified or cancelled.

### **Security**

Any event involving minors or that could affect the safety or security of the College must have approval of Public Safety prior to room confirmation. Public Safety reserves the right to cancel events due to safety and security concerns.

### **Pianos**

Contact the Music department with any questions regarding the pianos in event space.

### **Alcohol Consumption**

The College Policy on Alcohol Beverages and the Policy on a Drug-Free Campus will be strictly enforced. These policies can be found in the College's Policy Library. No event sponsored by a Columbia or Barnard student group is permitted to serve alcohol. Questions or concerns towards alcohol on campus should be directed towards Public Safety.

### **Outside Contractors**

Regardless of sponsorship, any outside contractor used for an event must provide a Certificate of Insurance for Commercial General Liability and an endorsement to the insurance policy. The minimum liability will be determined by TC's Risk Manager.

### **Assistive Technology and Special Accommodations**

Teachers College is committed to providing educational and professional opportunities for all individuals and assisting them in making their experience at TC successful and positive. The Office of Access and Services for Individuals with Disabilities (OASID) works with all academic departments, faculty members, and administrative offices in an attempt to ensure that individuals with disabilities can participate fully and equally in the Teachers College community. Contact OASID to request disability-related assistance.

The sponsoring or co-sponsoring entity may be responsible for fees related to reasonable accommodations, for example, sign language interpreter costs. These fees, like all other event-related costs, should be part of your event planning process. For information about frequently requested services and their costs, you should contact OASID during your planning process. Please keep in mind that accommodations cannot be guaranteed without adequate advance notice.

### **Exceptions and Approvals**

Completing a room request does not constitute approval of the request. Initial room requests, along with any requests for exceptions to the above policies, should go to Room Assignments. Room Assignments will forward requests for exceptions to TC Senior Leadership. Space will be assigned only after Room Assignments receives TC Senior Leadership approval. If approved, an official confirmation will be sent.

Last updated: July 21, 2017  
Responsible Office: Office of the Registrar

## Appendix A: Co-Sponsorship Application

**Please return this form to:**

Teachers College, Columbia University  
Room Assignments  
525 West 120<sup>th</sup> Street, Box 311  
Room 330 Thorndike  
[roomassignments@tc.columbia.edu](mailto:roomassignments@tc.columbia.edu)

Co-Sponsorship

**A co-sponsored event must reflect an active and substantive participation on the part of the College and must be conducted in conjunction with an affiliated organization or group.**

The event must be consistent with the mission of the College. Please describe the roles below.

The College's role:

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The Co-Sponsor's role:

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Event Name: \_\_\_\_\_

Description of Event:

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Permitting minors (participants under the age of 18) on campus poses unique challenges to the College. The College has developed a comprehensive policy regarding Minors on Campus and departments hosting events with minors (excluding the formal TC programs Hollingworth and Rita Gold) **must obtain all necessary review and approval of the event from the Office of Public Safety prior to the date of the event. Failing to do so will result in the College cancelling the event.**

Will anyone under the age of 18 be present at the event? If yes, see below:

Provide details of the number of minors, their ages and the number of chaperones/supervisors who will be attending.

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**Attach a copy of the written approval from the Office of Public Safety to this application.**

Anticipated Audience (e.g., teachers from NYC schools, faculty, etc.):

\_\_\_\_\_  
Name of Teachers College Sponsor Department/Center: \_\_\_\_\_

Name of Affiliated Organization Sponsor: \_\_\_\_\_

Address of Affiliated Organization Sponsor: \_\_\_\_\_

\_\_\_\_\_  
Name of Teachers College Coordinator for Event: \_\_\_\_\_

Title: \_\_\_\_\_

Box Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Times Requested: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Number of Rooms Needed: \_\_\_\_\_

Room(s) Requested 1st Choice: \_\_\_\_\_

Room(s) Requested 2nd Choice: \_\_\_\_\_

Will alcohol be served at the event?       Yes       No

If yes, the College's Policy on Alcoholic Beverages and the Policy on a Drug-Free Campus will be strictly enforced. For a copy of the full policy refer to the Statement of College Policy on Alcoholic Beverages in the Student Handbook or Policy Library.

Anyone approved to offer a Co-Sponsored event at Teachers College, is responsible for understanding and adhering to all Teachers College policies, including the Room Assignment policy.

**This application must be accompanied by a Certificate of Insurance for Commercial General Liability in the amount of \$1,000,000; this may be increased based on the level of risk involved. Additionally, an endorsement to the insurance policy, naming TC as an additional insured is required. Any exceptions must be approved by the College's Risk Manager.** Please see Appendix B for the information that must be included in the Certificate of Insurance.

If the event involves minors, you must carry Abuse and Sexual Molestation coverage. In addition, you must follow the protocols of TC's Minors on Campus policy.

All co-sponsored events will be assessed a room usage fee. Fees are based on the number of rooms reserved and the length of the reservation. Additional fees apply for reservations for Milbank Chapel (ZB 125) and Cowin Auditorium (HM 147). Weekend events will incur an additional usage fee. **See chart below for specific fees:**

Services	Usage Fees
Milbank Chapel	\$300 per hour (\$400 Sat & Sun)
Cowin Auditorium	\$360 per hour (\$460 Sat & Sun)
1-5 rooms	\$120 per hour (\$220 Sat & Sun)
6-10 rooms	\$200 per hour (\$300 Sat & Sun)
10-15 rooms	\$300 per hour (\$400 Sat & Sun)

The usage fees above are inclusive of a \$45/hr fee for Media Services and a \$45/hr fee for Public Safety (both with a 4-hour minimum). However, if additional Media, Public Safety, or Facilities services are provided, usage rates will be increased accordingly. Generally, if the event is large and requires the services of more than one public safety officer, the rate will increase \$50 per hour per public safety officer.

**Invoices for all charges are sent by Room Assignments to Co-Sponsor. Full payment is due at least 7 days prior to the event.**

All groups using space are responsible for the costs of damage to rooms and equipment. Groups using space should note any room and/or equipment damage at the beginning of the event. All users are bound by the policies and procedures for room usage at the College.

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Signature of Teachers College Coordinator for Event

Date: \_\_\_\_\_

I agree that I will serve as the point person at Teachers College who will handle all aspects of this event including, but not limited to, catering, media services, security, and custodial services.

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Signature of Department Chair or Director of Administrative Department

Date: \_\_\_\_\_

I agree to co-sponsor this event and verify that this event is run in conjunction with TC and the event is consistent with the mission of the College.

Please return this form to:

Teachers College, Columbia University, Office of Room Assignments  
 525 West 120<sup>th</sup> Street, Box 311, Room 330 Thorndike / [roomassignments@tc.columbia.edu](mailto:roomassignments@tc.columbia.edu)

For Internal Use: Approved by the Office of Room Assignments on behalf of the Office of the Vice Provost
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Date: _____
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## **PROJECT SCOPE**

**(Include a description)**





## **Appendix B: Certificate of Insurance**

All certificates of insurance must include the following information (additional insured language) on the document. If not, TC requires an endorsement or copy of the insured's policy guaranteeing that TC is named as an additional insured.

1. Teachers College, Columbia University, its affiliates, trustees, officers, agents and employees, volunteers, and representatives are named as additional insureds.
2. Waiver of subrogation in favor of Teacher College and affiliates.
3. Such insurance shall be primary over other collectible insurance that may apply.
4. Event name, co-sponsor representative name and dates requested.

Please send all Certificates of Insurance with a copy of the additional insured endorsement/policy to Room Assignments, Teachers College, Columbia University, 525 W. 120<sup>th</sup> Street – Box 311, New York, NY 10027 or to [roomassignments@tc.edu](mailto:roomassignments@tc.edu). If sent electronically, please include the following within the subject line: "CERTIFICATE OF INSURANCE," policy expiration date, your (co-sponsor) name.