

School of Civil and Environmental Engineering
McManus Lounge 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. **The Conference Center can be scheduled for activities Monday – Friday.** Exceptions to this schedule will be made when necessary to meet the mission/goals of the School or College.

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 be scheduled only at the discretion of the administration of the School of Civil and Environmental Engineering. **In addition, multiple blocks of reservations for individual company recruiting activities, meetings, workshops, short courses, etc. will be limited and each reservation will be approved separately.**

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.

All university groups outside of CEE will be charged a rental fee (see below CEE rates). A non-refundable transfer of \$50.00 for use of the lounge is required from all organizations. This will serve as deposit toward the rental fee. Your reservation is not final until the request form is approved by CEE and all necessary paperwork completed. **All events held after 4:00 p.m. will be charged an additional fee per hour for an attendant.** This person is *not* responsible for setting up or cleaning up after your event, but is there to assist with problems and provide access to the required Conference Center facilities (phone, kitchen, janitor's room, AV equipment, etc.).

Equipment Usage and Technology Available:

The School does not have labor available for setting up and breaking down the tables and chairs in the Conference Center. McManus is laid out in a standard set-up and should be returned to this set-up when events are over.

The School is able to provide the following audio-visual equipment in the Conference Center: Overhead and computer projection, DVD/VCR, and Wireless PA. Specific technology is listed below.

McManus Lounge (HO166):

Ceiling mounted digital projector
Room Windows 7 computer
Laptop hookup
Polycom HDX8000 Video Conferencing System (IP only, no ISDN)
Lavalier microphone and handheld microphone
teleconferencing capability
Crestron touchscreen control

Emergencies, Problems:

CEE Main Office M-T: 8a - 4:30p, F: 8a-4p; 255-3438

Cornell Police: 255-1111

Conference Center Room Reservation Policy

1. All reservation requests must be submitted for approval.
2. School of 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.

Regular Charges:

McManus Lounge:

Room 166, Capacity 99

@ \$100.00/hr during business hours

\$160.00/hr outside of normal business hours

Kitchen:

Room 165, Capacity NA

no fees

****PLEASE NOTE** that because of the cost of staffing and maintaining the Conference Center, discounts on room rates will not be offered.

A CEE staff member is required to be available for any events scheduled to run after 4:00 p.m. Monday thru Friday and on the weekend, an additional cost will be charged. This includes anytime between 4:00 p.m. and the start of your event Monday through Friday.

A staff member may also be 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 **7** 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 than **7** 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.

School of Civil & Environmental Engineering Conference Center

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: Fax: | E-Mail: |
| Date of Event: / / | | Is your event on a weekend? <input type="checkbox"/> Yes / <input type="checkbox"/> No | |

(IMPORTANT NOTE: PLEASE include 1/2 hour to an hour of setup and clean-up time before and after the event. We cannot guarantee you access to the room before the start time or after your event is scheduled to end, and you may be charged additional fees.)

| | |
|--|---|
| Setup Time: <input type="checkbox"/> AM / <input type="checkbox"/> PM | Ending Time: <input type="checkbox"/> AM / <input type="checkbox"/> PM |
|--|---|

Account # to Charge Rental Costs: _____ **Authorization Signature** _____

Rooms Needed:

McManus Lounge, 166 Kitchen, 165

Estimated number of Attendees: _____

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: |
|------------------------|-------------------------|

(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, clubs 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.

School of Civil & Environmental Engineering Conference Center
Hollister Hall

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 the podium drawer.
- _____ Audio visual and computer systems off.
- _____ Lights off.

Date of function: _____

Name of Group: _____

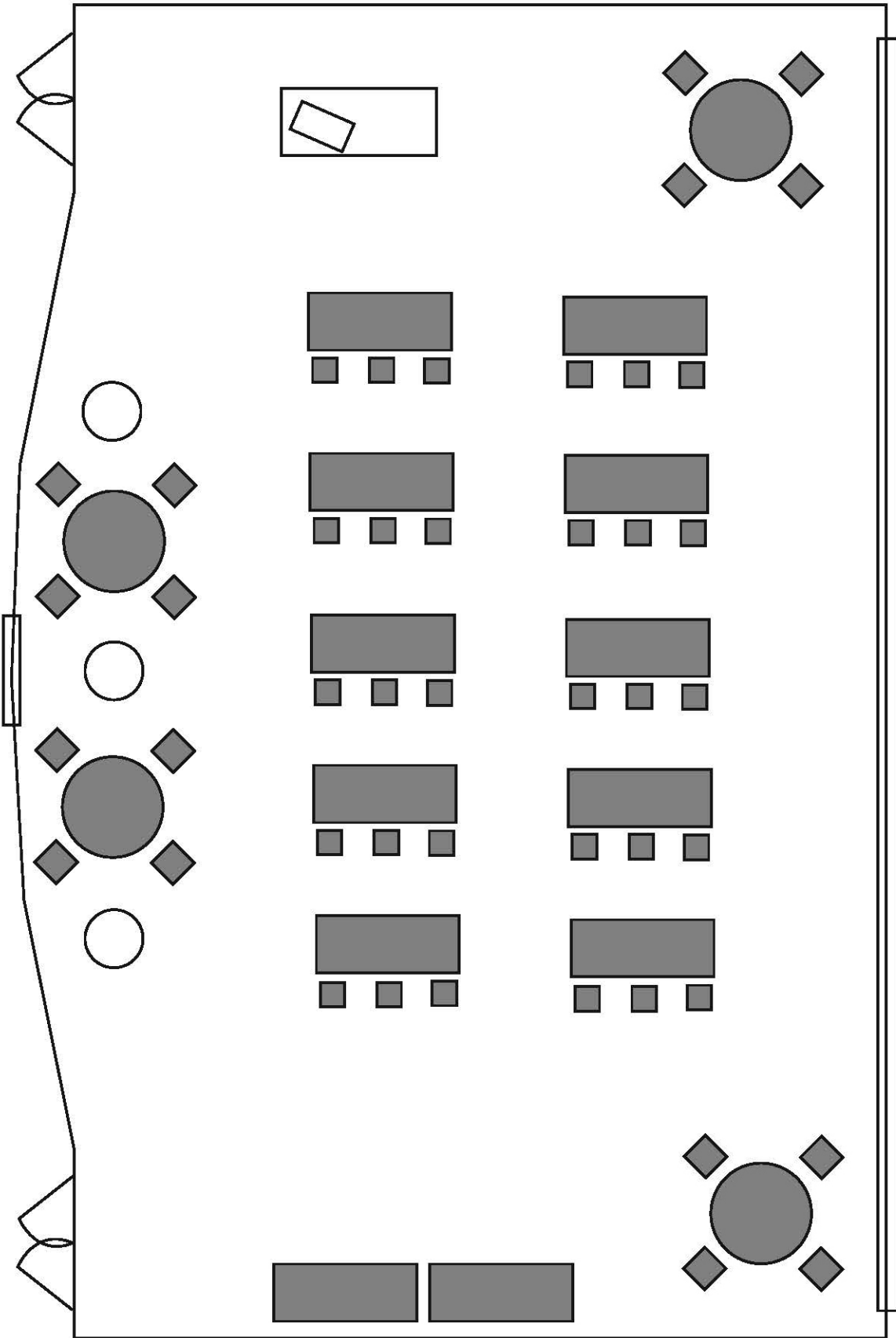
Signature: _____

Phone: _____

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

CEE Attendant Signature

Date



McManus Lounge