Residential and Event Services  
Cornell Auxiliary Services  
Division of Student and Academic Services

206 Robert Purcell  
Ithaca, NY 14853

Phone: 607-255-6290  
Fax: 607-255-4722  
Email: r25schedulers-l@cornell.edu  
Web site:
  Room Reservations-  
  http://registrar.sas.cornell.edu/Sched/R25

Residential and Events Services-  
  http://https://living.sas.cornell.edu/

Community Centers-  
  https://living.sas.cornell.edu/live/community/studentcenters/

If you have any questions on Community Center or Service Center operations, please contact:

Brandi Smith  
Director of Community Center Operations  
607-254-2913 or bs39@cornell.edu

If you have any questions or programming needs, please contact:

Denice Cassaro  
Director of Community Center Programs  
607-254-2928 or dac11@cornell.edu
Mailbox Stuffing Policy

Registered student organizations are able to stuff mailboxes following the guidelines below:

1. All content must be approved by Service Center Supervisor, Laurie Ahlers (lr35@cornell.edu).
2. Only the Service Center staff will be permitted to stuff mailboxes.
3. Organizations will be permitted to utilize the service twice per semester with no charge.
4. After the allotted two stuffings a semester, the cost for stuffing mailboxes in one community center is $10.00, or both for $20.00.
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Businesses are not allowed access to the Cornell Campus mail system. Departments may not serve as a mail channel for outside organizations or individuals.
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Signs for sublets, books for sale or any other “classified” signs need to be placed in the “Classified” areas of the poster locations. Any signs placed outside of these areas will be removed and may result in a $30 cleaning fine to the individual or group responsible for posting the material.

**Banners:**
Banner use in the Community Centers are limited to SAS Departments and must be professionally made.

**Donation Boxes and Jars:**
**Donation Boxes** - All registered student organizations/groups, Non-Campus Life units, and Residence Halls need to reserve space via the on-line reservation system (http://registrar.sas.cornell.edu/Sched/R25) for donation boxes. The boxes will be provided to each group by Community Center Support Team (CCST). CCST will put the boxes in the designated areas for each building. Each reservation will be allowed for 7 days. Boxes must be checked and emptied daily. Group is responsible for marketing materials and/or signage for the donation boxes. The Community Center is not responsible for items in the boxes.

**Donation Jars** – All registered student organizations/groups, Non-Campus Life units, and Campus Life units need to reserve space for tabling via the on-line reservation system (http://registrar.sas.cornell.edu/Sched/R25). Tabling will be allowed for 7 consecutive days. Tabling involving money needs to be staffed by the organization/group/unit at all times. An approved UUP is required (see http://www.activities.cornell.edu/eventreg).

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**Space Reservation Policy**

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- All reservations MUST be submitted on-line (http://registrar.sas.cornell.edu/Sched/R25).
- All requests or cancellations MUST be made at least 5 business days in advance.
- Reservation requests for Fall semester will be accepted starting July 15. Reservation requests for Spring semester will be accepted starting November 15.
- Space will not be available for reservations from the beginning of the study period until the end of finals for each semester.
- Weekly requests may be made for meeting rooms only, with the stipulations that each group is allowed only one repeating event a week and the event does not exceed 4 hours. Organizations are permitted to reserve space for repeating events for one semester per academic year.

All reservations are tentative pending the receipt of completed necessary forms (set up, equipment needs, UUP, etc.) and information (account for billing, management of event, etc.). If not completed two business days prior to event, the space may be released.

Bring UUP and reservation confirmation with you at time of event for verification. Bring viewing rights confirmation with you at time of event when viewing a movie. Bring letter of approval from sponsoring organization when having a fund raising event.
Setup needs (equipment, A/V, tables, chairs, etc.) must be provided at the time of the request and any changes submitted at least two business days before the event. Any additions at the time of the event will result in a charge to the group.

Student organizations need to provide billing information or cash/check prior to their event. Organizations with non-cash/check will be billed at the end of the month for charges incurred.

All spaces must be returned to their original condition (except reservations with approved setups). If they are not, there will be a $30 cleaning fee. If damages have occurred, there will be a $30 cleaning fee plus the cost of repairs.

Any event requiring a UUP (http://activities.cornell.edu/eventreg) must have a full-time Cornell professional staff member in attendance and the person’s name, email address and phone number must be provided 2 days prior to the event.

Residential and Event Services assumes no responsibility for groups’ display items or materials.

Residential and Event Services reserves the right to reschedule any event. Prior notice will be given as soon as possible to those groups which have previously reserved the space.

Events found in violation to University Health & Safety policies are subject to inspection by Environmental Health & Safety, Ithaca Fire Department, Cornell Police, and Community Center operations staff. If displays. The group reserving the space must be the group that actually uses the space, and a member of the group must be present during all activities.

**Poster & Donation Box Policy**

**Posters:**
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Unapproved posters and posters found hanging outside of designated areas will be removed and the sponsoring organization may be assessed a $30 cleaning fine. *The written poster*
**Alcohol Policy**

- No individual or group may bring alcohol into the Community Centers.
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- You must reserve tabling space via the on-line reservation system ([http://registrar.sas.cornell.edu/Sched/R25](http://registrar.sas.cornell.edu/Sched/R25)). A table will be provided.
- Displays must be kept within the boundary of the table and/or poster stand.
- No materials may be attached to the walls or woodwork. Refer to the Poster & Donation Box/Jar Policy on page 7.
- The name of the sponsoring organization must appear on all

Robert Purcell Community Center 1st floor lobby tabling location outside of Bear Necessities.

found in violation, event/group could face termination or cancelation and the further possibility of being banned from future use of Community Center reservable space.

Please refer to page 4 for information on fees associated with the use of Community Center space.

**Fines and Fees**

**Late Cancellations:** Cancellations made less than three (3) business days prior to the day of the event, will result in a $30 fee to the reserving group. No additional reservations will be accepted until fee is reconciled.

**No-Shows:** No shows will result in a $30 fee plus any setup fees to the reserving group. Two “no-shows” will result in the loss of privileges to reserve space in the community centers for two semesters.

**Alcohol Use Violations:** Violations of the University Alcohol Policy may result in a fine of up to $200 as well as denial of requests for space for future events. Violators may be referred to the Judicial Administrator.

**Setup and Clean-up Time:** Rooms requiring setup and clean-up will need to allow an extra hour on either side of the reservation time. If the reserving group is charged for the event, this time is included in the fees.

**Clean-up Fines:** Failure to leave spaces in the same or better condition in which they were found, including rearrangement of furniture (outside of use as indicated on the On-line Room Reservation system), will result in a $30 charge.

**Room Damages:** Any damages to space (i.e., holes in walls, excessive trash, damage to floor) will result in a $30 cleaning charge plus the cost of repairs.

**Exceeding Reservation Time:** A fee of $30 per hour will be charged to the reserving group and may affect the ability to request spaces in the future.
Note: Unpaid fines and/or fees will result in denial of any future reservation requests. Rates, fees and fines are subject to change each fiscal year. Fees will be calculated based on event date.

Room and Space Rates

Community Center space is free to registered student organizations based on standard setup. Charges will apply as follows for additional setups.

<table>
<thead>
<tr>
<th>Setup</th>
<th>Appel Commons</th>
<th>RPCC</th>
</tr>
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<tbody>
<tr>
<td>Multipurpose Room (standard room setup is empty)</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Conference Room (standard room setup is boardroom)</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>TV Lounge (standard room setup is with soft chairs only)</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Lobby – Table and 2 Chairs</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Resource Fair*</td>
<td>$30</td>
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*Fair Style—room cleared with tables around the room with seating on one side.

Student organizations will be provided access to in-house mounted equipment with request. Additional equipment requests will incur the following charges:

<table>
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<tr>
<th>Equipment</th>
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<tr>
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<td>$30</td>
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<tr>
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<td>$30</td>
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<tr>
<td>Stage</td>
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<tr>
<td>Deliver/Pick-up Rates (each way)</td>
<td>$30</td>
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Diagrams of what room setups look like:

F o o d  a n d  B e v e r a g e  P o l i c y

Food and beverages will be allowed in all reserved rooms under the following conditions:

- Cornell Catering, Cornell Dining, Green Gourmet, CascaDeli, or purchased through Bear Necessities are the only approved caterers for events in the Community Centers.
- For food orders under $100 (cookie tray, fruit tray, veggie tray) - [http://living.sas.cornell.edu/dine/wheretoeat/orderahead/Bear-Party-Pack.cfm](http://living.sas.cornell.edu/dine/wheretoeat/orderahead/Bear-Party-Pack.cfm)
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- Any group that leaves a room in unsatisfactory condition may be subject to an additional fee.
- Any event that has food and/or beverages need to have an approved UUP (see [http://www.activities.cornell.edu/eventreg](http://www.activities.cornell.edu/eventreg)).

Audio Visual Support—$30 per hour for constant on-site support with a four (4) hour minimum.

Dance Events—Full PA equipment is not available for events. If hosting a dance party, group will be responsible for providing own equipment and operator for this purpose.
**Note:** Unpaid fines and/or fees will result in denial of any future reservation requests. Rates, fees and fines are subject to change each fiscal year. Fees will be calculated based on event date.

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- Theater
- Class
- Square
- U-Shape
- Board
- Banquet
- Rptn

Wendy Purcell Lounge in Robert Purcell Community Center

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