

Departmental Space Guidelines

AVAILABLE ROOMS (with seating capacity*):

1027 IAB Arnold Collery Seminar Room (38)

1101 IAB E-Classroom (28)

1128 Conference Room (Econ, PER, CCS) (10)

[1102 IAB is a Registrar e-classroom and Economics classes have priority for scheduling. Economics courses are booked by Laura and Amy; all other courses and non-Economics events are booked through the Registrar's Office.]

[1115 and 1116 are no longer break-out rooms. 1115 is the office of Sophia Johnson, PER Assistant Director, and 1116 is the office for the PER visitor. If there is no PER visitor at the moment, then the room may be used for other visitors (workshop speakers, recruits, etc.)]

* The seating capacity listed can be increased by a small number by dragging in chairs from other spaces; chairs from elsewhere must be returned to their original location.

POLICY

The primary purpose of all Economics space is for departmental use and priority is given to Economics and PER (and to CCS for 1128). Certain rooms are available to other units and people who are affiliates of the University or have received sponsorship by Economics, PER, or CCS. All requests for space by outside (i.e., non-Columbia) organizations or people must be sent to Angela; in general, University space is designated for work related to the University and its mission.

Teaching Fellows/Assistants should use 1006A (TA Office) for their office hours or work with the Registrar; they may **not** use 1027, 1101, 1102, 1115, 1116, or 1128 for their office hours except in a rare, one-time only circumstances and with prior departmental approval.

FEES and BOOKING

Columbia University units outside of the department may be charged a fee for room usage depending on the event; all regular Columbia courses are free. Departmental student organizations (AGES, CER, etc.) have free access to the rooms for their own events.

When you book a room for another unit:

--for a course please note the course number, title, instructor, and contact information for the other unit;

--for a Columbia-affiliate event, the charge is \$200 for any event up to 4 hours (half a day) and \$400 per day and we require a chartstring for custodial charges (which can be the same chartstring as for the room fee);

--for an event sponsored by a non-Columbia organization, please refer them directly to Angela.

*Waivers for fees may given only in exceptional circumstances -- see Angela; **do not offer or discuss waivers.***

Keys are available through Julie; room inventory is online (Dept Info, Space folder); CUIT maintains and troubleshoots e-rooms and instructions are in the rooms.

For more details, see the comments for the individual rooms.

1027 and 1101

Priority is given to Economics courses, including seminars, colloquia, and workshops, (scheduled by Laura and Amy), departmental or faculty meetings (scheduled by Julie), PER events (scheduled by Stephanie), and other Economics departmental events (scheduled by departmental staff). The schedule is on the YARoom calendar to which staff have access; it is important to schedule regular, ongoing meetings as soon as possible even if the room isn't needed every single time. It is easier to let a room go than to find one at the last minute. 1101 is an e-room maintained by CUIT; 1027 is a sequestered e-room that is supported by CUIT.

NOTE: During the academic year (September 1 – May 31) 1027 is reserved for Economics and not made available to other units. Angela can make exceptions for one-time only situations.

1128

This conference room is governed by PER, CCS, and Economics. This should not be used as a regular classroom and is meant for meetings or events as they come up. This room is not available outside of the Economics Department (excluding CCS bookings).

NOTE: *During the academic year (September 1 – May 31), 1128 is reserved for Economics and not made available to other units.* Refer inquiries outside of Economics to Angela.