

## **Departmental Space Guidelines**

### **AVAILABLE ROOMS** (with seating capacity\*):

1027 IAB Arnold Collery Seminar Room (38)

1101 IAB E-Classroom (28)

1120 IAB Faculty Lounge (22)

1115 IAB (break out room A) (4)

1116 IAB (break out room B) (4)

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

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

\* 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 or Lloyd (for rooms 1027 and 1101) and Juliana (for room 1128).

### **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 \$100 for any event up to 4 hours (half a day) and \$200 per day and we require an account number for custodial charges (which can be the same account number as for the room fee);

--for an event sponsored by a non-Columbia organization, please refer them directly to Lloyd or Angela or Juliana (for 1128) for information on fees.

*Waivers for fees may given only in exceptional circumstances and granted by the chair or Angela or Lloyd or (for 1128) Juliana; do not offer or discuss waivers.*

Keys are available through Carmen and Gregory; room inventory is online (Chair's Calendar, Space); CUIT maintains and troubleshoots for e-rooms and they've provided instructions which are in the rooms.

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

### **1027 and 1101**

Priority is given to Economics workshops and colloquia (scheduled by Shane), departmental or faculty meetings (scheduled by Carmen and Gregory), and other Economics departmental events (scheduled by departmental staff). The schedule is on the Google 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 an unofficial e-room which means that it is not supported by CUIT.

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

### **1128**

This conference room is governed by PER, CCS, and Economics and is scheduled on the Google calendar. This should not be used as a regular classroom and is meant for meetings or events as they come up. During the academic year (September 1 – May 31), 1128 is reserved for Economics and not made available to other units.

### **1115 and 1116**

These two break-out rooms are for students and faculty to meet in small groups without disturbing carrel occupants and nearby faculty in their offices. The rooms are not a substitute for carrels and should not be occupied on a regular basis. The rooms are also used for workshop speakers or recruitment candidates as needed.

### **1120 (Faculty Lounge)**

The faculty lounge is for use by faculty for meetings and other gatherings but not for classes; faculty who wish to use the SmartBoard should ask Carmen for a tutorial. The lounge is off-limits to students and outsiders (non-Economics personnel). The schedule is on the Google calendar and faculty should schedule events with Carmen or Gregory.