



**Earl Hall Center (Earl Hall Center & St. Paul's Chapel)**

Space Usage Request Form Administrative Office, 202 Earl Hall, 854-6242, fax 851-0233

**PRE-CALENDARING SPRING 2014 | January 20 – May 5, 2014**

Event Information			
Type of Event:	<input type="checkbox"/> Annual Event	<input type="checkbox"/> Special Event	<input type="checkbox"/> Recurring Meeting
Event Name:		Expected Attendance:	
Event Start Time:		Event End Time:	
Requested Location:		Alternative Location:	
Requested Date:		Alternative Date:	
For recurring meetings			
Preferred Day of Week:		Alternative Day of Week:	
Beginning Date:		Ending Date:	
Description of Event: (Examples include meeting, worship service, concert, speaker/lecture, [indicate who has been invited to speak and their affiliation with Columbia, if any], class, workshop, etc.) <i>Note: No rehearsal space is available in Earl Hall Center.</i>			
For recurring meetings, will there be any variation from event to event? If so, please describe:			

Group Information				
Group Name:				
Representative's Name:				
Position in Group:				
Rep's Phone #:		Rep's Email:		
Business Unit #:	Dept #:	Project #:	Initiative #:	Segment #:
Group's Email:				
Rep's Signature:		Date:		
Co-Sponsor Information				
Group Name:				
Representative's Name:				
Position in Group:				
Rep's Phone #:		Rep's Email:		
Business Unit #:	Dept #:	Project #:	Initiative #:	Segment #:
Group's Email:				

Building Access	
Will there be non-CUID guests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list guests (attach additional pages as necessary):	
Describe the RSVP process:	

Cash	
Will there be an exchange of cash?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, what measures have been taken to secure cash during the event?		
<b>Media</b>		
Will the media be invited to this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what type of media do you expect or have you invited, and has the Office of Public Affairs been notified?		
<b>Films</b>		
Will you be showing a film at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you plan on showing a film, proof of license must be submitted to the advising office along with the space request form, as per the Columbia University Movie Night Events Policy.</i>		
<b>Food</b>		
Will food be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, you must complete &amp; submit a Facilities Request Form. Any group wishing to serve food in the Earl Hall Auditorium must select vendors that provide disposable containers and tableware. Groups wishing to cater an event in the Earl Hall Auditorium or the lower level of St. Paul's Chapel must use Columbia University Catering. Please contact CU Catering at 212-854-4630.</i>		
Please indicate which type of food (pizza, sandwiches, snack food, etc.) and vendor you have selected.		
<b>Alcohol</b>		
Will alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please complete &amp; submit the Alcohol Event Registration form available in Earl Room 202 or at <a href="http://uem.columbia.edu/alcohol-registration-form">http://uem.columbia.edu/alcohol-registration-form</a></i>		
<b>Audio Visual</b>		
Can the sound from your event be heard outside of your closed room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will sound equipment or musical instruments be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What audio visual equipment will you require for your event? <i>Note: If your requested room is not equipped with the appropriate A/V equipment, please make arrangements with the A/V Department at 854-3189.</i>		
<b>Advertisements</b>		
How will this event be advertised?	<input type="checkbox"/> On campus	<input type="checkbox"/> Off campus
If off-campus, please indicate the nature of advertising: (i.e. flyers - placement and quantity, print ads, radio ads, etc.)		
<b>Safety and Security</b>		
Are there any public safety or security concerns (e.g. concerns for participants or speakers such as public officials)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate any safety and security arrangements that may be required.		
<b>Disability Accommodations</b>		
Are there any foreseen special accommodations that a guest may require?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please note that the disability lift for the Earl Hall Auditorium requires an attendant. In order to allow your event to go smoothly, we will need to be notified as early as possible. Only the main level of St. Paul's Chapel is accessible to people with mobility disabilities.</i>		

**Policies and Procedures for Space Application and Usage**

- All group members will respect and abide by all University's rules, regulations, and policies as well University Event Management policies (see Appendix H in your FACETS handbook) and Department of Public Safety policies and agreements during the event.
- All space is reserved on an "as is" basis. Each room must be left clean with the furniture arranged accordingly. Chairs must be put back exactly in the format they were in.
- If you are not a recognized student group (SGB, ABC, CI, SGA, GS, or UCM), or if you need special arrangement, you will need permission from the Office of the University Chaplain.
- No group may move the piano, chairs, or the peace altar in the Chapel Nave. Groups will be fined \$100 for unauthorized movement. Additional charges may be incurred for any damages caused by unauthorized movement or misuse of these items.
- Any group wishing to serve food in the Earl Hall Auditorium must select vendors that provide disposable containers and tableware. Any group wishing to cater an event in the Earl Hall Auditorium must use Columbia University Catering. Please contact Columbia University Catering at 212-854-4630 to make appropriate arrangements.
- Groups may occupy the designated space only during the specified hours. All set-up, the event itself, and the required clean-up time must take place within these hours. Groups must vacate their space at the time specified by this request.
- Any group that does not use space at the time it was reserved on two consecutive occasions will be removed from the calendar for the remainder of the semester. This policy will be strictly enforced.
- Earl Hall will make every effort to accommodate all groups. However, we reserve the right to deny, cancel, or modify a request.
- Earl Hall reserves the right to cancel an event, which violates University and Earl Hall policies, prior to or during the event.
- All groups will respect and abide by the Alcohol, Drug, and Smoking Policy as stated in FACETS.
- No one can deface or damage the building in any way. There can be no pinning, taping, stapling or otherwise affixing decorations, signs, balloons, etc., to the walls, doors, floors, and woodwork anywhere in Earl Hall or St. Paul's Chapel (with the Art Gallery shows being an exception).
- Fines of \$25 will be charged to any group violating the above policy, and fines of \$100 will be charged to any group taping or affixing object to the handi-lift railings.
- Any willful group misrepresentation, with respect to group sponsorship, consumption of alcohol, attendance, serving food, charging admission, etc., will result in cancellation of the event or its immediate termination by the Department of Public Safety and cancellation of any upcoming events. No future request will be considered.
- The third floor landing of Earl Hall must be kept clear at all times. No tables, chairs, coat racks, etc., may be moved out into this area. Failure to comply with this rule will result in the immediate cancellation of your event.
- Earl Hall and St. Paul's Chapel are not rehearsal venues except for participants in the *Music at St. Paul's* program and (with stringent limits) the *Music Performance Program*. No rehearsal time is allotted for *Arts at Earl* performances.
- When attendance in the Earl Hall Auditorium is expected to reach 75, one security guard is required, with exception to *Arts at Earl* performances. Additional security may be required depending on the event.
- The Earl Hall Center has no storage space. Tables and other deliveries must be scheduled to arrive during the time reserved for the group events. Table should be dropped off on the same day of the event.
- We assume no responsibility or liability for deliveries or personal property.
- Groups serving food in the Earl Hall Auditorium will be assessed a mandatory and minimum clean-up fee of \$244 (for student groups, this fee *may be* covered by the Student Group Facilities Fund). The clean-up fees may be higher than \$244 and are determined by the Office of Facilities Management. If you plan to serve food at your event, you must complete, sign, and submit a Facilities Service Request Form.
- Any group serving alcohol and /or handling cash will require a security guard. Department of Public Safety determines security fees and the hosting group will be charged.
- When reserving space, please indicate ahead of time if any disabled guest(s) will be attending the event. Please be aware that the lower level of the Chapel, including the restrooms, is not disability accessible.

***I have read and understand the Earl Hall Center policies, including the Alcohol, Drug, and Smoking Policy, and agree to follow them. I also agree to inform Earl Hall Center of any changes to the information provided in this request. I have accurately represented all information concerning the event and the sponsoring group. With this signature, you agree to be responsible for knowing and adhering to Columbia University event management policies.***

<b>Rep's Signature:</b>		<b>Date:</b>	
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<b>Office of the University Chaplain Advisor Information</b>			
<b>Advisor Name:</b>		<b>Advisor Title:</b>	
<b>Advisor's Signature:</b>		<b>Date:</b>	