

Physical Sciences Complex Space Reservation Request Form

Please read the Physical Sciences Complex Space Reservation and Use Policy before signing this agreement – you are responsible for meeting all requirements of this policy: http://blogs.cornell.edu/physicalsciences/			
Event Reservation Details			
Today's Date		Date(s) of Event	
Event Title		Sponsoring Department	
Note: If there is no event set up or clean up required, then indicate N/A in those blocks below			
Set Up Start Time		Event Start Time	
Event End Time		Clean Up End Time	
Room(s) Requested		Estimated # Attending	
Event Details	Describe any and all setup including food, furniture, decorations, lighting, sound, access required, host/guest arrival plans, etc. (please use additional pages if needed)		
UUP Form	All Physical Sciences Complex users must complete a UUP form, which can be found at http://www.activities.cornell.edu/EventReg/ , if the event includes: <ul style="list-style-type: none"> • Catered food • Alcohol • More than 200 attendees • Money that is collected (sales or fundraising) • Activities that may be seen as controversial and/or high risk • Takes place outdoors 		
Have you completed the UUP form? <input type="checkbox"/> Yes <input type="checkbox"/> No	** PLEASE NOTE: Events should be registered at least three weeks prior to the start date. Student organizations may be fined for late filing, or lack of filing a Use of University Property form (see http://sao.cornell.edu/SO/docs/uup.pdf for more information).		
Event Coordinator Information			
Name		Net ID	
Office Phone		Cell Phone	
Caterer Information			
Caterer Name		Caterer Phone #	
All caterers must have appropriate liability insurance coverage, must have Cornell University listed by name on their policy, and must have the appropriate health licenses. Copies of this documentation must be on file with Cornell's Risk Management office [607-254-1575, fax: 607-254-8000, or e-mail: risk_mgmt@cornell.edu .] For Cornell's Procurement Services guidelines for caterers, please visit http://www.dfa.cornell.edu/procurement/supplierlist/catering/ and for a list of approved caterers, please visit http://www.risk.cornell.edu/catererlist.cfm			
Event Fee Information			
Event Services & Fees	<input type="checkbox"/> AV Support (mandatory for videoconferencing – contact Video Collaboration Services at 255-2345 or cit-av@cornell.edu)		Service Request #
	<input type="checkbox"/> Custodial Services (mandatory for catered events or at discretion of Facilities Management, with 4-hr minimum). Contact Customer Service at 255-5322 if you have a standing work order. Otherwise, contact Carrie Maine at 255- 5174 to make arrangements.		Service Request #
	<input type="checkbox"/> Space Use and Set Up Fees – See Fee Table on Page 2. Any special furniture or equipment needs must be planned at least one week in advance of your reservation. Set ups must be sketched on the floor plans found in our Space Use Policy to ensure accuracy.		Account Number
Estimated Fees (To be filled out by Physical Sciences Administrative Coordinator)	Space Use Fees: _____	Set Up Fees: _____	
PSC Space Reservation Policy Review			
I have read, understand and agree to abide by the Physical Sciences Complex Space Use Policy			
Name (print)	Title	Signature & Date	

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Reservation Form Submission & Confirmation

Your space reservation **will not be confirmed** until this form is submitted and you have provided all of the necessary documentation including Account Number, Custodial Service Request #, AV Service Request #, event layout diagram and UUP form as applicable. You will receive a confirmation e-mail once these items are complete. Please forward a copy of this form to the Physical Sciences Administrative Coordinator in room G72 Physical Sciences Building or you can send it electronically to tdd26@cornell.edu

Space Use Fees

Space	First Hour	Additional Hours	Set Up Fee
Baker Portico Room 157-158	\$40	\$20/hr	\$50
Baker Atrium Room 156	\$40	\$20/hr	\$50
Clark Atrium Room 154	\$40	\$20/hr	\$50
PSB Seminar Room 120	\$20	\$15/hr	N/A
PSB Conference Room 401	\$20	\$15/hr	\$40
Clark Seminar Room 700	\$15	\$15/hr	\$40
Clark Seminar Room 701	\$15	\$15/hr	\$40
Kitchenette for 700 or 701	\$25	N/A	N/A

Notes and Additional Fees:

- Space use fees will not be charged to departments/units within the Physical Sciences Complex community listed on page 1 of the policy as well as all groups/departments within the College of Arts and Sciences, including events sponsored by these groups. Set up fees will not be charged to these departments or groups as long as the set ups can be done between 7:30am-3:00pm M-F. Otherwise, alternate set up arrangements must be made at the group's own expense with Facilities Customer Service.
- These fees will be effective for reservations starting on 7/1/2013, except for those events reserved prior to the date of this policy update.
- An account number will be required to confirm your reservation.
- Set up fees will be charged for any changes to the existing space furniture layout. Minor changes such as the placement of up to 5 folding tables without moving existing furniture will be done at no charge.
- For catered events or other events with food, custodial services must be arranged at your expense. If your department has a standing work order, then you can obtain custodial services by contacting Facilities Customer Service at 255-5322. Otherwise, you must contact Carrie Maine in Facilities Services at 255-5174. There is a 4-hour minimum charge for this service.
- If AV Support Services are desired, arrangements can be made with Cornell's Video Collaboration Services group for a fee as described at the following website: <http://www.it.cornell.edu/services/av/> or you may contact them directly at (607) 255-2345 or cit-av@cornell.edu. If you are an instructor, staff member, or a researcher, and you collaborate between the Cornell Ithaca campus and Weill Cornell Medical College or WCMC-Qatar, videoconferencing support is made available for you at no fee.
- Video Collaboration Services support is mandatory when conducting a video conference or utilizing any advanced technical features in rooms 120 or 401. Please consult with the Physical Sciences Administrative Coordinator if you are unsure of the requirements
- Some of the spaces may be combined for added capacity, and the above fees will be additive.