

Amended: January 22, 2014

BARUCH COLLEGE of the CITY UNIVERSITY OF NEW YORK

SPACE RESERVATION POLICY

ISSUING AUTHORITY: The Offices of the President and the Vice President of Administration and Finance

RESPONSIBLE OFFICER: Chief of Staff, Office of the President, and Vice President for Administration and Finance

DATE ISSUED: October 29, 2012

I. PURPOSE OF THE POLICY: Public assembly space on campus is at a premium. We have a wide range of users from the College, from CUNY, and from outside organizations that rent our lecture halls and other venues. The purpose of this policy is to strike the best balance among space assignments for priority local uses; events that seek audiences beyond the campus community, such as conferences, workshops and lectures; and rental to outside constituencies. The policy also seeks to ensure that facilities costs are transparent, well-understood, and fully covered across the totality of space assignments. To that end, some priority in-house uses, because they are part and parcel of the College's mission and strategic plan, will be subsidized by other uses in which fees are charged. Others will be tariffed at a rate well below that charged to outside entities. For-profit outsiders without a strong College affiliation will be charged our highest rates. These categories are explained in more detail below, but whatever the mix of assignments, total revenue must cover the base costs of operating our several conference facilities (including core staffing) and related spaces and will ideally contribute net new revenue to the College.

II. TO WHOM THIS POLICY APPLIES: This policy applies to all members of the Baruch community who reserve and utilize space on the premises of Baruch College.

III. POLICY STATEMENT: The plan comprehends all assignable space at the College that is not on the course grid (and may include rooms that would be on the course grid during low-use periods, such as Sundays). Some space on campus is clearly general purpose space unaffiliated with any unit of the campus. The Newman Conference Center on the 7th floor of 151 E. 25th Street is a good example. Other space is located near or most frequently reserved by a traditional user base, such as Student Affairs' use of the Multi-Purpose Room on the first floor of the NVC (a complete roster of spaces is included as Appendix A). This policy recognizes such traditional "prime user" relationships and preserves priority access for those users, where appropriate. It also acknowledges that no generally assignable space is in constant use by any group of users and so is incorporated in the reservation grid to maximize availability to groups across campus.

The policy recognizes as well four basic categories of use: stated College meetings, recruitment and orientation events; student meetings and events; Executive Education; and conferences, lectures, performances and workshops. In this last category, the policy recognizes three categories of sponsorship. First, wholly in-house sponsorship (e.g., by a school, a department, or a Baruch center), irrespective of audience; second, co-sponsorship by an internal entity (as above) and an external partner (e.g., a government organization, a corporation, an academic organization, etc.); and third, wholly

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external sponsors who rent our space but have no integral relationship with the College or its constituents.

As a rule subject to exception, the use of space for stated meetings, recruitment and orientation events will not invoke a charge for space, though the timing and frequency of reservations will have to be balanced against other needs. The same is true for student uses, particularly in spaces traditionally reserved by students such as the MPR. Credit-bearing Executive Education programs will not be charged for space, but noncredit Executive Education programs may be charged. Finally, the assessment of charges for conference, lecture, performance and workshop events will depend on a) the involvement of members of the Baruch community in conceiving of, planning, and participating in the conference; b) benefits to the Baruch community deriving from co-sponsorship, and c) the institutional status of the co-sponsor (e.g., government or nonprofit or a for-profit organization). Events for which a participation fee is charged will always be charged in turn for space, regardless of sponsorship. A full schedule of costs is included as Appendix B.

Unless advised otherwise in writing, units sponsoring events should always plan on covering costs beyond the reservation itself, whether or not there is a charge for space. Media services, overtime costs for security and/or cleaning staff, and catering will all be charged to the sponsoring unit's budget.

No reservation system can account for all permutations or establish in advance the relative value of a given event when several events are in competition for the same space at the same time. Accordingly the Dean or Vice President through whom a reserving unit reports will be responsible for ascertaining the centrality of a given event to that unit's mission and the benefits to be derived from location of the event at the College. Deans and Vice Presidents will be asked to complete an online form and submit it for all space requests.

IV. PROCEDURES FOR RESERVING SPACE:

- 1) Calendar: The reservation calendar will be open for most events one year beyond the current date. The following reservations may be made on timeframes exceeding a calendar year:
 - a. Executive Education
 - b. Invitational conferences lasting more than one day
 - c. Guest artist (e.g., musicians, theatre troupes, etc.) performances
 - d. Sporting events
 - e. Recurring meetings (e.g., Convocation, Faculty Senate, etc.)
- 2) Holds: Calendar holds vastly reduce the apparent availability of space and result in substantial inefficiencies. At the same time, holds on more than one date are sometimes necessary to accommodate event planning. The following rules apply to holds:
 - a. No more than two time periods may be held for any given event.
 - b. Holds must be resolved within ten business days or 30 days prior to the date of the first hold, whichever is sooner.
 - c. In order to easily identify holds, all tentatively scheduled events where a hold is required must:
 - i. Select the category for the event to "Hold/Tentative" – *to be set to appropriate event category following confirmation of event date.*
 - ii. Include the word "Tentative" within their event title – *to be removed following confirmation of event date.*
- 3) Workflow for Routine Requests:

- a. The sponsoring unit's Event Organizer should create and save the event in the online calendar service indicating the nature of the event, co-sponsors, if any, special services requested, the space to be reserved, and the specific time(s) requested. The Event Organizer will notify their Dean's or Vice President's office about the event and request review and comment on the event.
 - b. The Dean or Vice President will complete the section of the form attesting to the priority status of the event and confirm the Rate Category to be used – see Appendix B for Categories.
 - c. The Event Organizer will update the event, setting the Rate Category as indicated by their Dean or Vice President, and release the event triggering a request to the Space Manager.
 - d. The Space Manager will indicate within two business days whether the requested space is available at the relevant time(s). Multiple units with multiple spaces under their control will indicate if space other than that requested can be used at the same time and outline the alternatives.
 - e. If the originally requested space is not available the sponsoring unit's Event Organizer will submit a request for alternate dates and/or spaces.
- 4) Workflow for Priority Users: Priority users for designated spaces (see Appendix A) should map anticipated uses for their respective spaces one calendar year in advance. Should events be cancelled or rescheduled, the calendar should be updated accordingly as soon as possible. One person in each of the responsible units should be designated as the master scheduler for that space. The Conference Center will contact that person before assigning from other units of the College or external purchasers to avoid conflicts with priority users' programs.
- 5) Bumping: Once scheduled, event sponsors should feel secure in their reservations. Urgent needs may occasionally arise, however, requiring that an event be relocated or rescheduled. Bumping will never be undertaken simply to earn more money from a rental, and may be authorized only by the President, the Provost or the Vice President for Administration and Finance.

VI. SANCTIONS:

Violations of this policy may result in disciplinary action.

VII. DISCLAIMER:

This Policy does not form an agreement of any kind. It is for internal purposes only and may be altered, modified, or rescinded at the discretion of Baruch College and/or the City University of New York.

APPENDIX A: INVENTORY OF SPACES AND OWNERS (NOTE: SHOULD GET CAPACITIES HERE TOO)

William & Anita Newman Conference Center, 151 E 25 th Street, 7 th floor	
Asriel & Marie T. Rackow Room H750 – includes Atrium and Lounge	Conference Services
Room 761	Conference Services
Room 763	Conference Services
Room 765	Conference Services
Room 755	Conference Services
William & Anita Newman Vertical Campus, 55 Lexington Ave, 14 th floor Conference Center	
Sandra & Lawrence Simon Room 14-220	Conference Services
14-266	Conference Services
14-267	Conference Services
14-269	Conference Services
14-270	Conference Services
14-280	Conference Services
14-285	Conference Services
14-290	Conference Services
Rentable Vertical Campus on Course Grid	NOTE: SL ALSO LISTS THESE SPACES
3-150	Registrar
5-150	Registrar
14-250	Zicklin Executive Programs
14-275	Zicklin EOC
Other classrooms, capacity 82-125	Registrar
Other classrooms, capacity 20-81	Registrar
BPAC	
Nagelberg Theatre	BPAC
Engelman Recital Hall	BPAC
Mason Hall	BPAC
Bernie West Theatre	BPAC
Skylight Room	BPAC
Dance Studio	BPAC
137 E. 22 nd St	
Oak Room	Zicklin Real Estate Program
Marble Lounge	Zicklin Real Estate Program
Board Room	Zicklin Real Estate Program
Student Life & ARC	
Multi-Purpose Rooms (NVC 1-107 to 1-109)	Student Life
Main Gym	Athletics
Auxiliary Gym	Athletics

Aerobics Room	Athletics
Natatorium	Athletics
Racquetball Courts	Athletics
135 E. 22 nd Street	
301	SPA
308	SPA
PCR	President
Eli and Claire Mason Seminar Room, 3 rd . Fl	SPA
Subotnick Center , 151 E. 25 th St	
Subotnick Financial Services Center	Subotnick Center
Wasserman Trading Floor	Subotnick Center
E. 25 th St Plaza	President – Mary Gorman

APPENDIX B: RATES

The maximum charge for a given space varies by size, demand, and other factors. The maximum charge will be discounted for the purposes/reservers specified below when those uses are documented by the appropriate Dean or VP – documentation to be completed per process described in “Workflow for Routine Requests” section. Functions essential to the College’s operations will not be charged for space rental per se, but may be charged for Media Services support, overtime, and other hard costs.

Category	% of Max	Notes
Internal Core	0%	General Faculty Meetings, Faculty Senate, P&B, Recruitment Events, etc.
Internal Special	0%	One-time events, such as conferences, lectures, etc.
Internal Fee-based Special	50%	One-time events that charge a fee in excess of catering costs.
Internal Credit-bearing Executive Education	0%	EMBA, XMPA, and any other credit-bearing Exec Programs
Internal Noncredit Executive Education	50%	Noncredit, certificated, multi-session programs
Internal + Nonprofit External, College/Unit Benefit	0%	Dean or VP attestation of value for a co-sponsored lecture, conference, etc.
Internal + Nonprofit External limited College/Unit Benefit	50%	Same as above but at lesser benefit
Internal + External for Profit College/Unit Benefit	85%	Dean or VP attestation of value for a co-sponsored lecture, conference, etc.
Internal + External for Profit limited College/Unit Benefit	100%	Same as above but at lesser benefit
External for Profit	100%	Straight rental
External Nonprofit/Government	85%	Straight rental
Student Social	50%	
Student Event	0%	Invited speakers, campaign events, etc.

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