

PROCEDURES & POLICIES | FOR RECOGNIZED COLUMBIA STUDENT GROUPS AND ORGANIZATIONS SEEKING TO REQUEST EVENT SPACE AT THE FORUM

The Forum is pleased to be considered as a venue for academic events, performances, and professional conferences hosted by recognized Columbia student groups and organizations.

Policies, Rental Rates and Services

- [The Forum rental rates and associated services](#) are published annually and are the same for student organizations and groups as they are for academic and administrative departments.
- Student groups are held to the same deposit, payment, and cancellation policies as other groups that book at The Forum. A University account number must be provided and approved by the adviser relevant to costs associated with the event.
- Applications for space at The Forum must be completed in the [Event Management System](#) (EMS) (<https://ems.cuit.columbia.edu>) by the student organization, and then verified and approved by the student organization's adviser before the request will be considered.
- Student groups can only book events through EMS for the current academic year, excluding exam periods; exceptions to this must have written approval by the adviser, which should be sent to theforum@columbia.edu.
- EMS does not accept requests for events that are less than two weeks out. To request space for an event on short notice, organizers must contact The Forum directly at theforum@columbia.edu.
- Approval of an adviser-verified application for space at The Forum does not hold or guarantee space at The Forum. Event space is only confirmed upon receipt of a signed agreement, deposit (chartstring), and, if required, a satisfactory Event Review.
- An event proposed by a student group that falls within the "special event" category, must participate in an event review, as determined by the adviser, and address all concerns before the reservation is confirmed.
- Venue rental agreements with student groups must be signed by the student organizer as well as the student organization's adviser.
- Booking space at The Forum on behalf of a third party, including other student organizations (recognized or unrecognized), or an outside entity is prohibited under University policy.
- In addition to [essential policies and procedures applicable to all events at the University](#), student groups and organizations hosting events at The Forum must abide by [The Forum Policies](#).

Student Group Event Policies and Procedures for The Forum

The Forum has adopted the University policies and procedures for student-sponsored events, with some modifications, namely, a) Event Reviews for Special Events must be satisfactorily completed before an event reservation is confirmed; and b) student organizations are subject to all change and cancellations fees per The Forum agreement.

Student Event Classification

For purposes of determining necessary levels of planning and support, student events are classified as **Standard** or **Special Events**. The classification of an event is dependent upon variables such as type of event (meeting, performance, exhibit, etc.), attendance projections, speakers or performers, level of advertising, and safety considerations. A space use request is completed via EMS to help identify the participants and sponsors of an event and to assist in determining the level of support necessary to hold the event. The request should be filed as early as possible. The event level may be changed following an Event Review.

Standard Events include events that do not meet the criteria for a Special Event. These events can include meetings, performances, lectures, etc. All service requests relevant to the event must be completed and submitted via EMS.

Special Events include those events that may meet one or more of the following criteria:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- presence of alcohol
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guest

The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively.

All Special Events are subject to a CUID-only rule. Waivers of this rule are available and will be granted where possible, considering (a) whether the event features student participation, and (b) the safety and security of all participants and audience.

Many events hosted by recognized student organizations at Columbia offer wonderful opportunities for students to engage, present and perform with and for others outside of our University community. For this reason, University staff will grant requests for waivers of the CUID-only rule particularly where an event features student participation, such as interschool collaborations, competitions, workshops, performances, forums and conferences. As always, University staff will also consider the safety and security of all involved.

Application for Space at The Forum

Columbia affiliates, including student organizations, must use the Event Management System (EMS) to request space at The Forum.

Every recognized student group must have a registered account with EMS in order to submit a request for space at The Forum. A group email address is required for a registered account. If you do not yet have a registered account or need to reset your password please consult with your organization's adviser.

The sponsoring student organization must provide all the requested information on The Forum's space request application in EMS in a timely and accurate manner. The application information in EMS must be verified and signed off on by the adviser to the student organization for the application to be considered complete and moved forward for consideration. The Forum or the sponsoring organization's school may cancel or withdraw approval for an event if agreements are not followed or safety and security conditions change after the Event Review is conducted. A cancellation charge will be incurred if the cancellation is due to the failure to comply with policies and/or the agreement.

Reservation Confirmation: A reservation is not confirmed until a signed agreement and deposit have been received. A non-refundable deposit of \$5,000 or 50% of the initial estimate, whichever is less, is due at the signing and submission of this agreement.

Cancellations: Cancellations made more than 90 days prior to the event will result in a charge equal to the deposit. A 50% cancellation fee of the total remaining event cost will apply for cancellations between 31-90 days prior to the event. A 100% cancellation fee of the total remaining event cost will apply for cancellations within 30 days prior to the event; this includes events booked less than 30 days in advance of the event.

Event Review

An Event Review is required for all Special Events (see above for Special Event criteria). An “Event Review Preparation Guide” is available from the student group’s adviser to help prepare for the process.

An Event Review is a meeting with the student group, its adviser, Public Safety and The Forum event manager, and may include representatives from Facilities or other University departments, depending on the nature of the event. These reviews are arranged by the appropriate advising office or officers from the student group’s school.

This group discusses and reviews details of the proposed student event, provides opportunity for all parties to ask questions and makes recommendations on how to hold the event in the most successful way, with the goal to safely maximize student participation.

The Event Review process needs to be completed before a reservation for space at The Forum is confirmed.

Significant changes to event details, including changes in speakers or key participants of an event, are not allowed after the event review is complete. If the student group would like to make such changes, they will need to initiate a new event review and reschedule the event to a new date. Note that if these changes warrant the cancellation of the event, student organizations are subject to the cancellation fee as per The Forum rental agreement.

Guest Lists

Recognized student groups sponsoring a campus event may invite guests who are unaffiliated with the University to the event. The list of registered guests for the event must be submitted to the sponsoring group's advising office for review and approval no later than 2 business days before the event; a copy of the registered guest list must also be provided to The Forum in compliance with The Forum’s policies. Once the guest list is submitted, it is considered final and no additional names may be added. All persons named on the guest list must be known to the student group and specifically invited by the student group.

Speakers and performers may submit a limited guest list of individuals personally known to the speaker or performer. This list must be submitted to the sponsoring group's advising office for review and approval no later than 2 business days prior to the event; a copy of this list must also be provided to The Forum.

The conduct of all guests is bound by [University Rules](#) and the student group may be held responsible for the behavior of their invited guests.

For more information or questions about The Forum, contact us at theforum@columbia.edu or 212.853.6786.