

## THE LEE C. BOLLINGER FORUM | POLICIES AND PROCEDURES

### Conference & Event Venue at Columbia University

The Bollinger Forum, the gateway to Columbia's Manhattanville campus, hosts academic conferences, meetings, symposia, and cultural events, providing an important new space where scholars and thought leaders from diverse fields can come together to share ideas, and where Columbia and the local community can engage with New York City and the world.

The Bollinger Forum rental spaces include a conference auditorium, with a capacity of 437 people; an adjoining foyer, with a capacity of 176; and four meeting rooms ranging in size from a small conference room with a capacity of 10 people to a large meeting room that holds 55 people in a theater-style setup. Each of these rooms, with the exception of the foyer, includes state-of-the-art technology.

Located at the intersection of 125th Street and Broadway, the Bollinger Forum's ground floor Atrium contains common tables and flexible spaces with free WiFi for studying and meetings, and is open to the public seven days a week from 8:00 a.m. to 8:00 p.m. Throughout the year, the Bollinger Forum hosts public programs in the Atrium which can be found on our website. The Bollinger Forum is closed on [University-designated holidays](#).

### Policies and Procedures

The Bollinger Forum abides by the [policies developed for University events \(https://universitypolicies.columbia.edu/content/university-event-policy\)](https://universitypolicies.columbia.edu/content/university-event-policy), which are supplemented by policies specific to the Bollinger Forum. Event sponsors should be familiar with and must agree to comply with these policies in order to host an event at the Bollinger Forum. A summary of the Bollinger Forum policies is below, and additional policy details and procedures particular to an event will be provided to event hosts.

### The ABCs of the Bollinger Forum Policies

#### Access to the Bollinger Forum Venues

- The Bollinger Forum's ground-floor Atrium is open to the public from 8:00 a.m. to 8:00 p.m., seven days a week, except for University-designated holidays. After hours, only designated personnel may access the Bollinger Forum with identification card swipe access.
- Events at the Bollinger Forum may start before or end after building hours by advance arrangement; in some cases, additional Public Safety coverage may be required.
- Offices at the Bollinger Forum are open from 9:00 a.m. to 5:00 p.m., Monday through Friday.
- Access to the elevator bank and the core of the building, including offices, meeting rooms, and the auditorium, is restricted to authorized University personnel and approved visitors, including guests registered for events, and is controlled by Public Safety personnel assigned to the lobby security desk.
- Individuals visiting an office at the Bollinger Forum should make arrangements with their host in advance concerning access to offices. Unescorted visitors must wear a designated visitor's badge.
- For access to events in the Bollinger Forum auditorium and meeting rooms, event sponsors must validate attendees in the designated event registration area in the Bollinger Forum lobby and provide each guest with an event identifier (e.g., badge, nametag, wristband, lanyard), which will allow entry through the turnstiles.
  - Event identifiers should include the name of the event and/or event sponsor.
  - A sample or snapshot of the event identifier must be provided to the Bollinger Forum staff at least two business days prior to the event.

## Accessibility

Columbia University is committed to providing an accessible and welcoming environment for faculty, staff, students, and visitors, and encourages persons with disabilities to participate in its programs and activities.

- Persons with disabilities who anticipate needing accommodations or who have questions about physical access for an event at the Bollinger Forum should contact [theforum@columbia.edu](mailto:theforum@columbia.edu) in advance of the event to arrange the necessary accommodations.
- The entryways at 601 West 125th Street and 605 West 125th Street are accessible to wheelchairs. Elevators are available to transport guests to each venue floor and to the public, accessible restrooms on the concourse level.
- The Bollinger Forum has a limited number of Assisted Listening Devices (ALD) available for use in the auditorium and in meeting rooms 213, 301, 315, and 316. A photo ID must be provided in exchange for an ALD. Event hosts should inform the Bollinger Forum staff of their guests who may want to use an ALD.
- Help with access needs for persons with disabilities can be obtained from Columbia Health's [Office of Disability Services](#),

## Address

- *The Bollinger Forum main address as well as mailing address:*  
Columbia University  
601 West 125th Street  
Mail Code 9802  
New York, NY 10027
- *Accessible entryways:* Accessible entries are located at 601 and 605 West 125th Street, New York, NY 10027
- *Event entrance:* 601 and 605 West 125th Street, New York, NY 10027
- *Catering and Deliveries:* 602 West 129th Street, New York, NY 10027

## Advertising (see also **Posting Guidelines** and **Signage**)

- It is not permitted to distribute literature or marketing materials at the Bollinger Forum that have not been authorized by the Bollinger Forum administration.
- All event marketing and promotions must adhere to the advertising guidelines outlined in the [University Policy library \(https://universitypolicies.columbia.edu\)](https://universitypolicies.columbia.edu).

## Alcohol

- Events at which alcohol is served at the Bollinger Forum must abide by New York State law as well as Columbia University's [Policies on Alcohol and Drugs \(https://universitypolicies.columbia.edu/\)](https://universitypolicies.columbia.edu/).
- Event sponsors are responsible for ensuring their caterers have reviewed and are familiar with the Columbia University Policies on Alcohol and Drugs, and that the [policies](#) are enforced throughout the event.
- Event sponsors must submit a registration form for all events at which alcohol is to be served. The **registration form** (<https://eventmanagement.columbia.edu/>) should be completed and submitted at least 14 days prior to the event in order to receive authorization by Event Management.
- The Bollinger Forum does not have a permit to serve alcohol; therefore, in order to serve alcohol at an event at the event sponsor's caterer must file a One-Day Beer and Wine Permit application with the New York State Liquor Authority and pay for a permit to be issued for the event specified. It is advised that this application be submitted at least one month prior to the event.

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- Permits for serving alcohol should be submitted to and received by the Bollinger Forum Director of Events at least 14 days prior to the event or risk cancellation of the service of alcohol.
- Serving alcohol at an event may require an additional Public Safety officer, the charge of which will be borne by the event sponsor.

## **Animals**

Animals and pets are not allowed in building with the exception of service animals, in accordance with [University guidelines](https://health.columbia.edu/services/service-and-assistance-animals) (<https://health.columbia.edu/services/service-and-assistance-animals>).

## **Atrium**

The Atrium refers to the ground level of. It is open to the public from 8:00 a.m. to 8:00 p.m., seven days a week, with the exception of University-designated holidays.

- Free WiFi is available and community members are welcome to use the tables for studying, meetings, or visiting, remaining respectful of others using the space.
- The Community Table in the west side of Atrium may be reserved at no cost for occasional group meetings. Email [theforum@columbia.edu](mailto:theforum@columbia.edu) to reserve this table. Please note: reservations may be canceled if this space is required for an event at the Bollinger Forum.
- The Alcove area in the west Atrium is used for community programming throughout the year. The Bollinger Forum welcomes suggestions for programs in this area.
- No animals, other than service animals, are allowed in the Atrium level.
- Please do not ride bikes, scooters, skates, or skateboards in the Atrium.
- Thoughtfully use the recycling and refuse containers for your waste.
- Throughout the year, the Bollinger Forum sponsors public programs in the Atrium; these events are advertised on the digital signage in the lobby and on the Columbia University events calendar.
- On limited occasions, areas of the Atrium may be designated for a private event.

## **Audiovisual and Technical Services**

- The Bollinger Forum provides free open WiFi throughout the building.
- The Bollinger Forum has an in-house AV staff, who provide AV consultation in advance of each event. Please see meeting room descriptions for notes on AV capabilities and services included with room rentals.
- If your event requires additional AV services, staff, or equipment beyond our capabilities, for example, live-streaming, you will be provided with estimates for additional services and, as needed, directed to a Forum-authorized vendor to provide these additional services.
- Event sponsors should designate one person from their team to serve as the technical point person (e.g., stage manager, producer, or designer) to communicate the technical services needed for the event with the designated Forum technical services liaison for the specific event.

## **Auditorium Guidelines**

- In order to preserve the condition of the auditorium, food and beverages are not permitted in the auditorium, with the exception of water in covered containers.
- Anything that is flown on stage (flags, banners, etc.) must be fire-proof, proof of which must be provided to the Associate Director of Production and Technical Services prior to the event.

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- Nothing may be screwed into or attached to the stage area. Any taping to the floor must be done by the Bollinger Forum technical staff following in-house protocols.
- Production equipment or additional set pieces that may damage the floor must be set on protective materials provided by the event sponsor in consultation with the Bollinger Forum production staff. Anything that might damage the auditorium furniture, equipment, podium, backdrop, or ventilation system is not allowed.
- Open flames of any kind are not allowed in the building, including candles, sternos, flash pots, and smoke machines etc.
- All props, set pieces, banners, signage, and other objects brought for use on the auditorium stage as part of an event production must be removed at the end of the event. Any remaining items will be appropriately disposed of or removed. Exceptions to this rule are issued in writing to the event sponsor from the Associate Director of Production and Technical Services, or designee, specifying time and date of pick-up.
- Unless there is written permission from the Associate Director of Production and Technical Services, or designee, no one other than the Bollinger Forum staff is permitted to operate equipment in the auditorium, including the sound and lighting equipment. In addition, no outside technical equipment may be brought in for use in the auditorium without review and written permission by the Associate Director of Production and Technical Services.
- Any outside contractors or personnel operating equipment in the auditorium or elsewhere in the building must provide a certificate of insurance (COI).
- All deliveries for events in the Bollinger Forum auditorium should enter through the entrance at 602 West 129th Street; exceptions should be reviewed and affirmed in writing by the Director of Operations. Arrangements for delivery and unloading of AV equipment must be coordinated with the Associate Director of Production and Technical Services and the Director of Operations.
- Digital signage in the foyer and outside the auditorium may be customized for events in the foyer and the auditorium. Signage for these monitors must be reviewed and approved in advance by the Bollinger Forum administration.

## **Balloons**

In our efforts to promote sustainability, balloons are not permitted. The Bollinger Forum staff will happily provide alternative suggestions to balloons.

## **Banners and Step and Repeat Backdrop**

Any banners or step and repeat backdrops to be used by event sponsors in the Bollinger Forum, as well as their size and placement, must be reviewed and approved in advance by the Bollinger Forum Director of Events. Banners and backdrops should be professional and appropriate to the event, the venue, and the audience.

## **Bicycles**

The Bollinger Forum has a bike room that can be used by building tenants who commute with bicycles and whose bikes are registered through Columbia University's Office of Public Safety. For more information, visit <https://transportation.columbia.edu/content/bicycle-parking-enclosures>.

## **Cancellations**

Cancellations made by the event sponsor 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

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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.

## **Catering** (see also **Food and Drink**)

Columbia Event Management is the preferred catering vendor of the Bollinger Forum. All full-service event catering must be placed through [Columbia Event Management](#). No other catering vendors will be permitted, with the exception of select local, minority, and woman-owned businesses.

Upon request, the Bollinger Forum can provide interested event organizers with a list of qualified local, minority, and woman-owned vendors to select from. Event organizers must submit their request to the Bollinger Forum at least one month prior to the event date for final approval.

- All vendors must have current Department of Health (DOH) certifications as well as a certificate of insurance (COI) on file at the Bollinger Forum.
- Caterers who have not recently provided service for an event at the Bollinger Forum may be required to attend a pre-event walk-through to review the Bollinger Forum's catering facilities and policies.

Any drop-off catering orders not placed through Columbia Event Management will be subject to a catering attendant fee, charged to the Event Organizer. Event Management will determine the number of attendants necessary (if any) and staff the event accordingly.

*Catering Fee:* The Bollinger Forum has a \$500 catering fee for events over 20 people and/or which require use of the Bollinger Forum Building Pantry.

*Catering Protocols:* Event organizers should review catering protocols for the Bollinger Forum with their caterers.

- The Bollinger Forum is a linen-free building. With the exception of cloth napkins, catering and related furniture rentals should be arranged with this in mind.
- The Event Organizer and their caterer may be required to participate in a pre-event walk-through with the Bollinger Forum's event staff.
- All outside catering equipment including china, glass, silverware, and tables must be delivered and picked up on the same day as the event.
- The Bollinger Forum does not provide hand trucks or dollies.
- Event organizers or caterers should immediately notify the Bollinger Forum event point-person of any spills so that Facilities can be alerted.
- All food and drink must be removed from the premises or disposed of at the end of the event; the caterer or event sponsor is responsible for seeing that this is done. Failure to comply may result in an additional charge to the event sponsor.
- No overnight storage of food or drink is allowed.
- Caterers are responsible for disposing of food waste in the bins provided for the event.
- Caterers using the Bollinger Forum Building Pantry are required to clean the facility before leaving the building. Any clean-up required as a result of not following this policy will be at the expense of the event sponsor.

## **Charity Drive Boxes**

- The Bollinger Forum will consider special requests to host charity drives in the urban layer sponsored by Columbia departments or units; email your request with details to [theforum@columbia.edu](mailto:theforum@columbia.edu).
- Charity drive sponsors must comply with the Bollinger Forum guidelines for placement, look, and maintenance of charity drive boxes. Relevant signage on the boxes, which must

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be approved by the Bollinger Forum administration, must include name, purpose and date of the drive as well as the name and contact information for the sponsoring organization.

- Boxes for collections are not overseen or intended to be watched by Public Safety or the Bollinger Forum staff.
- Charity drives can run for a maximum of six weeks.

## **Child Changing Tables**

Changing tables are located in the men's and women's bathrooms on the concourse level and on the 2nd Floor.

## **Coat Check**

- *Self-Checking*: Upon request, the Bollinger Forum can provide two coat racks to accommodate approximately 60 guests. Rental of additional coat racks must be arranged by the event sponsor in consultation with the Bollinger Forum event manager. The building is not responsible for items that are self-checked.
- *Facilitated Coat Check*: Facilitated coat check is provided by Facilities arranged at a fixed rate, based on one coat checker per 100 guests in fall and winter, and one coat checker per 150 guests in spring and summer. There is a four-hour minimum and coat checkers must be present one hour prior to event and one hour after event. If more than two coat racks are needed, there will be a charge for the rental of additional coat racks.

## **Commercial Activity**

No commercial activity is allowed within the Bollinger Forum without explicit, written permission from administration.

## **Copying and Printing**

The Bollinger Forum does not provide photocopying, faxing, design, or printing services for events. We will gladly provide a list of nearby locations that offer business services.

## **Custodial and Facilities Services**

Basic venue rental fees do not include labor and custodial services. Additional charges may apply if special setups are requested or significant cleaning is required after an event.

## **Damages**

Occupants, event sponsors, and users are responsible for ensuring that no damage occurs to the facilities. Repair of damages to facilities or equipment may be charged to the responsible parties.

## **Decorations**

- The use of temporary decorations in meeting or event rooms and public spaces must be approved by the Bollinger Forum event staff in advance of the event. Decorations should be made from non-combustible materials.
- No decorations may be placed on or attached to the walls, windows, or doors of the Bollinger Forum.
- Balloons are not permitted.
- Decorations that do not adhere to these guidelines or have not been approved will be removed.
- Any damages caused by the use of decorations may result in charges to the event sponsor.

## **Deliveries**

- All major deliveries requiring a hand truck or similar device must be made through the delivery entrance at 602 West 129th Street during normal business hours (9:00 a.m.-

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5:00 p.m.) unless an arrangement has been made for deliveries to occur at another time. Deliveries should include the name of the person at the Bollinger Forum for whom the delivery is intended.

- Deliveries may be delayed or refused if not approved in advance and if there is no member of the Bollinger Forum staff (or other building tenants) associated with the delivery.
- Personal, handheld deliveries such as flowers, take-out food, small packages, etc., may be announced but not received by staff at the Public Safety desk.

## **Directions**

The main entrance to the Bollinger Forum is at 601 West 125th Street on the northwest corner of 125th and Broadway. There are additional entryways at 605 West 125th Street, 3207 Broadway, and 625 West 125th Street. The closest subway stop is the O line at 125th and Broadway. The M4, M104, and Bx15 buses also stop nearby.

## **Elevator Padding**

When large or significant amounts of furniture and equipment are being moved between floors, the elevator with padding must be used.

## **Event Advertising and Publicity**

Event sponsors are responsible for publicizing the events they are hosting at the Bollinger Forum. However, all publicity for such events must be reviewed and approved in advance by the Bollinger Forum administration to ensure appropriate branding and correct information.

## **Event Invitations and Publicity**

Announcements, invitations, posters, and press releases regarding any events at the Bollinger Forum must be reviewed by administration in advance of sending or printing. This is to ensure appropriate branding and correct information. Drafts of these materials should be sent via email to [theforum@columbia.edu](mailto:theforum@columbia.edu).

## **Event Registration and Access**

All events will be provided with a designated registration area in the urban layer of the Bollinger Forum. Event sponsors are responsible for handling advance and day-of registration for their events and providing the following:

- An event identifier (e.g., badge, nametag, wristband, lanyard) for each guest to access the secure area of the Bollinger Forum, including the auditorium; event identifiers must be branded with the name or sponsor of the event.
- A snapshot or sample of the event identifier and the total number of guests registered must be sent via email to [theforum@columbia.edu](mailto:theforum@columbia.edu) at least 2 business days prior to the event.
- Staff to manage the registration desk the day of the event. Staffers, who should wear an event nametag designating their role, must arrive one hour before the event and remain at the registration desk at least 30 minutes after the start of the event. With prior agreement from the Director of Events, ushers may be hired to staff guest check-in.

## **Filming at the Bollinger Forum**

Please review Columbia University policies regarding filming (<https://news.columbia.edu/press-room>).

- All commercial and documentary productions are subject to location and support fees, based on the scope of work. To submit a request a commercial filming, for-profit photography, or a film shoot, please visit [Columbia University Events Management system](#).

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- Individuals or crews using cameras must be accompanied by an assigned communications officer or other designated University escort at all times.

## **Fire Safety**

- Columbia University's Office of Fire Safety, following New York City fire codes, advises the Bollinger Forum administration on event safety, including such matters as room occupancy, assembly permits, and clearance of egress routes.
- In consultation with Fire Safety, open flames, such as votive candles and stenos are permitted at catered events with prior arrangement with the Bollinger Forum event staff and the approval of Fire Safety.

## **Food and Drink** (see also **Catering**)

- All plans for food and drink must be reviewed and approved by the Director of Events at least two weeks prior to the event.
- The serving of alcohol in conjunction with an event requires the following of appropriate University protocols, including filing of required licenses and permits (see **Alcohol**).
- Additional charges may apply if significant cleaning is required after an event serving food and drink.
- Food and drink are not allowed in the Bollinger Forum auditorium, with the exception of water in covered containers.
- The removal or disposal of any food and drink left over from an event is the responsibility of the Event Organizer or their designated caterer.
- No food or drink may be stored or left overnight at the Bollinger Forum.

## **Furniture, Furniture Rentals, and Room Setup**

- Furniture and venue maintenance at the Bollinger Forum is provided by Columbia University Facilities.
- Use of event and meeting space at the Bollinger Forum includes setup and breakdown with conference tables and chairs and other furnishings within the building's inventory. Event sponsors can arrange for the rental of additional furniture, in consultation with the Director of Events.
- The Bollinger Forum provides a range of room setup options and will work with event sponsors to tailor the room setup to their needs. Room setup must be finalized no later than 14 business days in advance of the event. Additional Facilities charges may apply if special setups are requested.
- Rental of furniture not included in the Bollinger Forum inventory will be arranged and paid for by the event sponsor and must be approved in writing by the Bollinger Forum staff in advance of the event. Keep in mind that the Bollinger Forum is a linen-free building when ordering tables.
- Delivery of all furniture rentals must be coordinated with the Bollinger Forum Operations staff and Facilities. Additional Facilities setup charges may apply, as determined by Facilities.
- Event sponsors should not rearrange Forum furniture without consultation from the building event manager.
- Tables and chairs should never be placed directly next to walls or windows at the Bollinger Forum, and should never block or hinder entrances, exits, or passageways.

## **Green Room**

The Bollinger Forum's Green Room is included with the rental of the auditorium and foyer. The room features a private restroom, closet with hangers, mirrored wall, two chairs and a small sofa, a fabric steamer, throat lozenges, lint brush, and tissues. Event sponsors should make

arrangements for any special food, beverage, or other items requested by their guests using the Green Room. A monitor in the Green Room provides a live-feed from the auditorium.

## **Information Technology**

The Bollinger Forum's use of IT, including and especially when associated with our events, is guided by Columbia University IT (CUIT) policies designed to protect the University's computer systems, networks, data, and other information resources. <https://cuit.columbia.edu/columbia-it-policies-strategies>

## **In-Kind Space Requests**

The West Harlem Development Corporation (WHDC) administers applications for in-kind space requests at Columbia University, including the Bollinger Forum. Criteria for consideration for in-kind space can be found here: <https://communications.news.columbia.edu/content/kind-space-requests>

## **Lactation Room**

The Bollinger Forum's lactation room ensures that lactating mothers have a private, secure space to express their breast milk and nurse their children. It is a separate and fully independent lactation room located within the 2nd floor women's restroom.

[Columbia's Office of Work/Life](#) is responsible for managing access to the room and works with the staff members to ensure the room is properly maintained and regularly cleaned.

Event guests who would like access to the lactation room while attending an event should contact the Operations team prior to the event. Send an email to [forumops@columbia.edu](mailto:forumops@columbia.edu) with the name and date of the event, your full name and contact information.

Concerns or recommendations about equipment and furnishings in the Bollinger Forum's lactation room should be communicated to the Office of Work/Life at [worklife@columbia.edu](mailto:worklife@columbia.edu) (212.854.8019) and the Bollinger Forum [forumops@columbia.edu](mailto:forumops@columbia.edu).

## **Linen-Free Building**

The Bollinger Forum is a linen-free building. This policy is in place relevant to sustainability as well as aesthetic principles of the building. To this end, tablecloths are not permitted for events; this includes branded tablecloths for the registration table. The Bollinger Forum event staff will offer alternatives and guide event sponsors to furniture rentals that align with our principles of sustainability and aesthetics.

## **Lost and Found**

Any unclaimed property found at the Bollinger Forum should be handed over to the Public Safety desk in lobby. Found items will be turned over to Columbia's Manhattanville Public Safety Operations Office (212.853.3301). A lost item database is maintained by Public Safety. For more information about how to check on a lost item see <https://publicsafety.columbia.edu/content/lost-and-found>.

## **Office Supplies**

The Bollinger Forum does not provide office supplies for events. Event sponsors should come prepared with notepads, pencils, pens, etc., as needed, relevant to the needs of their event. The Bollinger Forum can provide a list of nearby office supply stores to event sponsors if supplies are needed on the day of the event.

## **Posting Guidelines**

No flyers, posters, or printed materials may be affixed to any surfaces in the building; exceptions are required for government safety posters, which must be reviewed and approved by the Bollinger Forum administration pertinent to where and how such signage is posted. (See also **Advertising** and **Signage**.)

## **Public Programming**

Many events at the Bollinger Forum sponsored by Columbia departments, schools, and institutes are open to the public; some events require registration. Check the Columbia University Events Calendar for upcoming events:

<https://events.columbia.edu/cal/main/showEventList.rdo>. In addition, the Bollinger Forum sponsors programs for the broader community in collaboration with Columbia and community partners. If you have ideas for public programming please email [theforum@columbia.edu](mailto:theforum@columbia.edu).

## **Public Safety for Events**

- Security is provided by Columbia University Public Safety. Additional Public Safety Officer(s) may be required if one or more of the following circumstances applies:
  - The event starts before or after building hours (8:00 a.m.–8:00 p.m.)
  - Alcohol is being served in an open space, ie. the Atrium, Foyer, or hallways
  - The size or nature of the event warrants additional Public Safety
- Determination of the need for additional Public Safety Officers is made in consultation with the Department of Public Safety and will be communicated to the event sponsor along with the additional costs to be incurred.
- The Bollinger Forum, in consultation with Public Safety and Fire Safety, reserves the right to require an event review for special events. Such event reviews, normally conducted 10 days to 2 weeks prior to the event, include the event sponsor, members of the Bollinger Forum staff, and representatives from Columbia Public Safety and Facilities and Operations staff. Event reviews may result in modifications to event setup and additional costs to ensure safety for all attendees

## **Reserved Seating** (see also **Ticketing**)

- Requests for reserved seating in the auditorium for a specific event should be communicated to your event manager at least 48 hours in advance of the event.
- The Bollinger Forum has specific guidelines for reserved seating and signs that event sponsors are expected to follow. Reserved seating signs that do not follow this protocol will be removed.

## **Restrooms**

The Bollinger Forum has gender-inclusive restrooms on the 3rd Floor. Gender-specific restrooms are found on the concourse level and 2nd Floor. All the gendered bathrooms include changing tables, and the 2nd Floor women's restroom includes a lactation room.

## **Rules of University Conduct**

All events at are guided by [Columbia University's Rules of University Conduct](https://www.essential-policies.columbia.edu/university-regulations-including-rules-conduct#conduct).  
<https://www.essential-policies.columbia.edu/university-regulations-including-rules-conduct#conduct>

## **Shipping and Storage Policies**

### *Shipping*

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- Arrangements for shipping items to the Bollinger Forum must follow shipping, receiving, and storage protocols, which will be provided, along with a schedule of associated fees, upon request.
- The Bollinger Forum at Columbia University is not responsible for items shipped or mailed for a particular event.
- The event sponsor or designee is responsible for the unpacking and packing, removal, and return shipment of all event materials.
- The event sponsor or designee is responsible for proper disposal, if not removal of, all packing materials by the designated end time in the event agreement.

## *Storage*

- The Bollinger Forum has limited capacity for temporary storage of conference materials and equipment.
- Requests for storage must be made at least two weeks before the event and are subject to space availability.
- The Bollinger Forum is not responsible for items stored at the request of event sponsors or their vendors.

## **Signage** (see also **Advertising** and **Posting Guidelines**)

- The Bollinger Forum carefully monitors signage in the building relevant to our sustainability goals and aesthetic principles.
- The Bollinger Forum has style guidelines and specifications for signage, including digital signage, which should be followed by event sponsors.
- No signs may be posted on walls, doors, or windows of the building.
- Any signs posted at The Bollinger Forum must be reviewed and approved in advance by The Bollinger Forum administration.
- The Bollinger Forum lobby digital signage is reserved for announcements relevant to The Bollinger Forum and other Columbia events. Inquiries to include announcements in the rotation should be addressed by email to [theforum@columbia.edu](mailto:theforum@columbia.edu).
- Digital signage in The Bollinger Forum's foyer outside the auditorium may be customized for events in the foyer and the auditorium. Signage for these monitors must be reviewed and approved in advance by the Bollinger Forum administration.

## **Smoking**

Columbia University prohibits smoking and the use of electronic cigarettes in any indoor area, and in all University vehicles. Smoking is also prohibited outdoors within 20 feet of all University buildings and in outdoor seating areas.

<https://policylibrary.columbia.edu/university-smoking-policy>

## **Sponsorship**

- Sponsorship of events must be clearly designated in the application for event space at the Bollinger Forum. Co-sponsorship is welcome, however, events must have one designated event coordinator.
- Columbia University faculty and staff may not reserve space on behalf of another Columbia school or organization or an outside organization without appropriate and approved co-sponsorship.

## **Tabling**

- Tabling in the Bollinger Forum's urban layer will be considered upon request and normally will be limited to Columbia departments. Requests should be addressed by email to [theforum@columbia.edu](mailto:theforum@columbia.edu).
- Tabling requires advance arrangement and written permission concerning the date, time, and place of the tabling.

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- The Bollinger Forum is a linen-free building and thus no table linens may be used for tabling.
- Signage relevant to the tabling must be reviewed and approved by the Bollinger Forum staff at least two business days in advance of the event.

## **Ticketing**

Seats in the Bollinger Forum auditorium are numbered. If you plan to have designated seating, please discuss your ticketing plans with the event manager. (See also **Reserved Seating.**)

## **Ushers and Registration Desk Staff**

For events in the auditorium and foyer that require additional staff, as determined in consultation with the Bollinger Forum event manager, an additional fee will be charged to the event sponsor. Ushers may also be hired to staff guest check-in and other event support services, in consultation with your event manager.

## **Venue Reservations and Rentals**

- The Bollinger Forum accepts request for space rental from Columbia affiliates as well as community members. (See also **In-kind Space Requests.**) The schedule, staffing, and services needed to best produce your event are considered in developing an estimate for your proposed event at the Bollinger Forum.

### *Requesting Space at The Bollinger Forum*

- Review the building's [event and meeting spaces](#) to familiarize yourself with our facilities, services, and rental rates.
- To request a room at the Bollinger Forum:
  - Columbia affiliates must use the online [Event Management System](#) (EMS) (<https://ems.cuit.columbia.edu>). Using EMS, you can review space availability, select rooms, and submit setup preferences and AV needs as part of your request for event space at the Bollinger Forum.
  - Non-Columbia affiliates should complete and submit the online event request form located on the Bollinger Forum website, [theforum.columbia.edu](http://theforum.columbia.edu).
  - If you have difficulty accessing the Bollinger Forum's EMS site, please email [theforum@columbia.edu](mailto:theforum@columbia.edu) about your event and the space you would like to book.
- As multiple requests for space are being considered concurrently, the requested space may not be available on the date and time requested; where possible, alternative dates and times will be considered.
- To secure a reservation, the Bollinger Forum requires a deposit at the signing of the Event Agreement.

## **Wheeled Devices**

- Bicycles, skateboards, scooters, roller skates, roller blades and similar devices with wheels are not to be used in the Bollinger Forum.
- Housing bins, dollies, carts and other devices used for moving items should be maneuvered with care and, ideally, should have non-marking wheels.

**Questions? Clarifications?**  
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