

THE FORUM | CONFERENCE & EVENT VENUE AT COLUMBIA UNIVERSITY

The 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.

Located at the intersection of 125th Street and Broadway, The 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 Forum hosts public programs in the Atrium. The Forum is closed on University-designated holidays.

The Forum rental spaces include a conference auditorium, with an adjoining foyer, and four meeting rooms that range in size. All spaces are accessible and, with the exception of the Foyer, include state-of-the-art technology.

The Forum abides by the [Columbia Essential Policies](#) developed for University events. Event sponsors are also expected to be familiar with and abide by [The Forum Policies](#).

Room Occupancy and Rental Rates through June 2024

Space	Maximum Occupancy	Two Hours	Three Hours	Four Hours (12.5% discount)	Eight Hours (25% discount)	Standard AV Included	Standard Room Setup Included
Room 301 & Terrace	35	\$1,000	\$1,500	\$1,750	\$3,000	✓	✓
Room 315	55	\$1,100	\$1,650	\$1,925	\$3,300	✓	✓
Room 316	29	\$900	\$1,350	\$1,575	\$2,700	✓	✓
Room 317	10	\$700	\$1,050	\$1,225	\$2,100	✓	✓
Foyer	176	\$2,000	\$3,000	\$3,500	\$6,000	✓	✓
Auditorium	438	N/A	\$4,500	\$5,250	\$9,000	✓	✓
Auditorium & Foyer Combo	176	N/A	\$5,550	\$6,475	\$11,100	✓	✓
All Rooms	305	N/A	\$11,100	\$12,950	\$22,200	✓	✓

1. **The Forum rental rates are inclusive** of [standard event support](#), furnishings, and audiovisual services. Extra personnel and services are available at an [additional cost](#).
2. With the exception of Room 317, a preset conference room, **room occupancy** is based on theatre-style set up. If conference or catering tables are set up in the meeting rooms, the seating capacity will be less.
3. **Minimum bookings.** All meeting rooms, with the exception of the Auditorium, have a two-hour minimum. The Auditorium (and Auditorium-Foyer combination) has a three-hour minimum. Bookings beyond the two-hour minimum are in 30-minute increments. If a room is booked for four to seven hours, all hours for that room are discounted by 12.5%. If a room is booked for eight or more hours, all hours for that room are discounted by 25%.
4. **Rental time** is calculated beginning with the opening of the registration desk for the event or the use of the event space by event sponsor or event guests (for rehearsal or sound-check), whichever comes first. If the event exceeds its scheduled time, additional charges will apply.
5. **The Green Room**, which is included with the Auditorium, can be reserved for special usage when a small room is needed for interviews, photoshoots, or podcasts (The Forum has a podcast setup available for use). Rental is \$175 per hour.
6. **A reservation is confirmed** once 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.
7. **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 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.
8. **Use of the Atrium** (The Forum ground floor). The ground floor Atrium of The Forum is open to the public seven days a week, with the exception of University-designated holidays. Because of our commitment to keeping the ground floor available to our community and for community programming, use of the Atrium for private events is restricted and infrequent. Normally, there is a four-hour maximum on usage of the space for private events, with a preference to keep the east side of the Atrium open to the public, while Atrium west is used for a private event. The charge is \$1850 per hour for each side (Atrium east or Atrium west). Atrium rentals are not eligible for the hourly discounted rates. The Forum has a portable sound system, podium, and monitor that may be requested for events in the Atrium. To inquire about using the Atrium for a private event, email theforum@columbia.edu.

Additional Information

- We consider event requests for days, evenings, and weekends all year. The Forum is closed on University-designated holidays.
- Access to meeting rooms and the Auditorium is by swipe access or event registration.
- The Forum does not provide catering but has a list of recommended caterers for you to consider for your event. There is a catering charge for events with 30 or more people.
- The Forum's official address is 601 W. 125th Street, New York, NY, 10027.

Please visit [The Forum website](#) for additional information about The Forum's meeting spaces and programming. You can also contact us at theforum@columbia.edu or 212.853.6786.