



Cornell University

Advance Scheduling Procedure

Approved by the Space Use Advisory Committee; April 6, 2015

INTENT

Increase access to classroom and event space during weekends, breaks and the summer season to support mission-driven activities of the institution and promote more efficient use of campus space in accordance with the Cornell University Space Management Principles approved by the Capital Funding & Priorities Committee on April 24, 2012 while ensuring that non-class events do not interfere with classes and class scheduling activities.

ENTITIES AFFECTED BY THIS PROCEDURE

This procedure will be applied uniformly to all requestors of space, e.g., School of Continuing Education and Summer Sessions, Undergraduate Admissions Office, Reunions, conference groups, special events, summer research programs, and registered student organizations.

HIGHLIGHTS OF THIS PROCEDURE

Under this procedure:

- The periods of academic activity are defined by the academic calendar, published by the Dean of the Faculty and typically identified as the fall semester, winter session, the spring semester and summer sessions.
- Fall and spring semester classes and six- and eight-week summer session classes are bulk scheduled by the University Registrar during June, November, and March respectively, as is current practice.
- Other classes and non-class programs of the School of Continuing Education and Summer Sessions and other Cornell units can be scheduled when details such as time and group size are known and following a group size protocol outlined in Table 3.
- The period of greatest academic activity in the summer is identified in this procedure as the Core Summer Season.
- A set of closely adjacent facilities with a variety of room types that is important to conferences and other meeting-type events is defined as the Summer Event Area.
- Non-class events by any Cornell-related organization can be scheduled anywhere on campus during Event Intervals, defined as weekends, semester breaks, and periods at the beginning and end of the summer.
- Non-class events by any Cornell-related organization can be scheduled in the Summer Event Area during the Core Summer Season.

- The University Registrar, college and administrative division schedulers, and building coordinators serve as the primary contacts for the majority of room reservations. The Advance Scheduling Procedure does not change existing room reservation contacts. The University Registrar and Space Planner facilitate resolution of scheduling conflicts for instructional and non-instructional spaces, respectively.

DEFINITIONS

Assembly¹: A room designed and equipped for the assembly of many persons for events such as dramatic, musical, devotional, livestock judging, or commencement activities. The room can also be used for instructional or classroom activity purposes to a minor or incidental extent.

Breaks: A general term used to refer to periods of time when fewer classes are scheduled, including weekends, holiday weekends, Fall Break, Thanksgiving Recess, winter intersession, February Break, and Spring Break.

Bulk Scheduling: The process of running Schedule25[®], an algorithm used to optimize space usage for classes in classrooms.

Classroom: A room with a flat floor used by 31 to 90 people for classes that does not require special purpose equipment for student use.

Conference Room: A room serving an office complex and used primarily for staff meetings and unit activities that are not directly related to instruction.

Core Summer Season: The period between the start of 6-week summer sessions and the common end of final exams for 6- and 8-week summer sessions. Events held during core summer season receive preference for space in the summer event area.

Event: A generic term for any scheduled activity, including a class, meeting, presentation, conference session, conference, etc.

Event Intervals: Discrete periods of time during which rooms can be advance scheduled. A limited number of classes are scheduled during the event intervals. Schedulable rooms on the entire campus are available for conferences and events during the event intervals. See Table 1.

Event Registration Form: A tool used to help Cornell event planners connect with university officials in order to enhance the event planning experience and the communication of relevant policies and procedures. Certain events (not classes) must be registered through submission of the Event Registration Form; see <http://www.activities.cornell.edu/EventReg/> for more information.

Lecture Hall: A room with a stepped or sloped floor that can accommodate 91 or more students for classes that do not require special purpose equipment for student use.

Meeting Room: A room used for a variety of non-class meetings.

R25[®] (Resource25[®]): A scheduling system that facilitates and manages the scheduling of classes and events, allowing authorized users to search for and request or book times, venues and resources. R25[®]

¹ Room type names and descriptions included in these definitions are as defined by Policy 2.7, *Reporting the Use of Facilities*, last updated March 18, 2011. The Cornell classification of rooms is based on the *Postsecondary Education Facilities Inventory and Classification Manual* (FICM) published by the National Center for Education Statistics. This system provides a standard classification for describing the assignable space, by use, within campus facilities.

is one of the CollegeNet Series25 Scheduling and Space Management products that includes Schedule25®, X25® and 25Live®. R25® scheduling protocols and unit roles with regard to space scheduling are not proposed to change under this procedure.

R25® Spaces: Instructional and assembly rooms and outdoor spaces reserved through the R25® tool.

Reunion: An annual gathering that begins on the Monday following Memorial Day and ends the following Monday.

Schedulable Space: A room or group of rooms that can be reserved; includes assembly areas, classrooms, conference rooms, lecture halls, meeting rooms, and seminar rooms. Room scheduling protocols and unit roles with regard to space scheduling are not proposed to change under this procedure. The University Registrar attempts to maintain a current list of contacts for room scheduling at <http://registrar.sas.cornell.edu/Sched/index.html>.

Seminar Room: A room used by small groups of students (30 or fewer) for classes or discussion purposes that do not require special equipment.

Steam Shutdown: The annual campus-wide steam shutdown allows essential maintenance work to be performed on the steam distribution system and at the Central Heating Plant. The shutdown begins on the first Tuesday following commencement and ends on the first Thursday following commencement.

Summer Event Area: A set of closely adjacent buildings with a variety of room types that is important to conferences and other meeting-type events. This is the preferred physical area for large events held during core summer season and includes the following buildings: Weill Hall, Biotechnology Building, Corson and Mudd Halls, Comstock Hall, Barton Hall, Kennedy Hall, Malott Hall, and Bailey Hall. The buildings are in close proximity to one another, include a dining hall, several lecture halls and assembly areas of various sizes, several atria for registrations and informal mixers, and many smaller flat floor classrooms, seminar rooms and conference rooms. The Summer Event Area will be reviewed every three years to determine that the designation remains viable and will be adjusted as needed. Any existing reservations for space will be honored if the circumstances recommend a change to the designated Area. A map of the Summer Event Area is included in Appendix A.

Summer Season: The period of time between the end of spring final exams and fall semester residence hall move-in.

| EVENT | DESCRIPTION | LENGTH (DAYS) | WEEKDAYS |
|---|--|---------------|---|
| EVENT INTERVAL, Weekend | Weekend days beginning at 4:30 PM Friday and ending at 8 AM Monday | 2/week | Saturday-Sunday |
| Start of Fall Semester | Residence Halls Open/Orientation Begins | -- | -- |
| EVENT INTERVAL, Labor Day Holiday Weekend | | 3 | Saturday-Monday |
| EVENT INTERVAL, Fall Break | | 4 | Saturday-Tuesday |
| EVENT INTERVAL, Thanksgiving Recess | | 5 | Wednesday-Sunday |
| EVENT INTERVAL, Late Fall | Period of time between the end of fall final exams and December 24th | | Friday-varies |
| Employee Holiday | University Closed; December 25 – January 1 | 8 | |
| EVENT INTERVAL, Winter | Period of time between January 2nd and the beginning of spring instruction; includes Martin Luther King, Jr. holiday weekend | Varies | |
| Start of Spring Semester | Instruction begins | -- | -- |
| EVENT INTERVAL, February Break | | 4 | Saturday-Tuesday |
| EVENT INTERVAL, Spring Break | | 9 | Saturday-Sunday |
| Start of Summer Season | The end of spring final exams | -- | -- |
| EVENT INTERVAL, Late Spring | Period of time between the end of spring final exams and commencement weekend | 3 | Wednesday – Friday |
| Commencement | The ceremony of conferring degrees at the end of the academic year and related events | 3 | Saturday – Monday |
| Steam Shutdown | Annual campus-wide steam shutdown | 3 | Tuesday – Thursday |
| EVENT INTERVAL, Early Summer | Period of time between the end of steam shutdown and the beginning of 6-week summer session; coincides with 3-week summer session and the first two weeks of 8-week summer session | 25 | Thursday after commencement – 4 th Sunday after commencement |
| Core Summer Season | Period of time between the start of 6-week summer sessions and the common end of final exams for 6- and 8-week summer sessions | -- | -- |
| EVENT INTERVAL, Late Summer | Period of time between the end of 6- and 8-week summer sessions final exams and fall semester residence hall move-in ² | 8 | Wednesday – Wednesday |
| End of Summer Season | Fall semester residence hall move-in | -- | -- |

Table 1. Overview of annual calendar, including event intervals.

² This event interval may be adjusted as changes to the academic calendar are implemented.

CONTACTS & RESPONSIBILITIES

| ROLE | CONTACT | RESPONSIBILITIES |
|-------------------------|---|---|
| University Registrar | univ_scheduling@cornell.edu | Facilitates resolution of scheduling conflicts for instructional spaces |
| Space Planner | spaceplanning@cornell.edu | Facilitates resolution of scheduling conflicts for non-instructional spaces |
| Conference Services | confserv@cornell.edu | Acts as an information clearinghouse for summer events |
| Event Registration Form | http://www.activities.cornell.edu/EventReg/ | Tool used by event planners to register events with University officials |

Table 2. Contacts and responsibilities.

PROCEDURE FOR ADVANCE SCHEDULING ACTIVITY

Room selection for non-class event activities must take into consideration the type of activity, the date of the activity, the size of the activity, the group size, the geography of the campus, and the fit of the group to the room(s). Units interested in hosting an event should consider these factors and how they affect opportunities for rooms.

The year is divided into several Event Intervals and the Core Summer Season.

During the Event Intervals:

- All schedulable space in all buildings is available for advance reservation for any Cornell-related activity, including meetings, conferences, and other events.
- Rooms throughout campus will be reserved on a first-come, first-served basis, based on group size, as outlined in Table 3.

Spring weekends, especially in April, are very busy. Non-student organization event organizers should be mindful of the needs of student organizations for event venues during these weekends and should avoid these peak times as much as possible. Any organizer with an advanced reservation for event space on a spring weekend should be prepared to negotiate for that place and time in response to emerging event needs. For consideration of negotiation priorities, see the last section of the Procedure, Resolution of Conflicts.

During Core Summer Season:

- Larger meetings, conferences, and other special events shall receive priority access to classrooms, lecture halls, seminar rooms, and assembly spaces within the Summer Event Area, but not elsewhere on campus.
- Individuals or groups seeking to make reservations for R25® spaces within the Summer Event Area can also reserve unit-controlled conference and meeting room space within this area or elsewhere on campus, as allowed by unit practices for individual rooms.
- Rooms in the Summer Event Area will be reserved on a first-come, first served basis, based on group size, as outlined in Table 3.

Six and eight-week summer sessions classes are bulk scheduled in March of the current year. All other activities receive priority based on group size and, within group size, by the order in which the reservation is made (see Table 3). Other activities may include 3-week and special summer sessions classes; Engineering cooperative program classes; other summer classes sponsored by the colleges; non-class programs managed by the School of Continuing Education and Summer Session, including Cornell’s Adult University; and all other events such as Reunions, Commencement, Admissions information sessions, and conferences. Organizers of such events should schedule the room(s) when the details of the event are sufficient to identify the best location and based on the group size timeframe included in Table 3.

Appendix B, Summer Scheduling Procedure Flow Chart, was developed to help illustrate the priority of the many class and non-class activities that occur in the summer. The flow chart also provides guidance on the advance scheduling timeframes for summer events and the appropriate summer locations for non-class events.

| | GROUP SIZE ³ | | | |
|---|---|---------------------------------------|---------------------------------------|---------------------------------------|
| | ≥ 5000 | 1000-4,999 | 500-999 | < 500 |
| Hosting college, department or unit should begin event planning | At a minimum, 42-48 months in advance | At a minimum, 30-36 months in advance | At a minimum, 18-24 months in advance | At a minimum, 12-18 months in advance |
| R25 [®] spaces can be secured by any Cornell or Cornell-sponsored party | 36 months in advance | 24 months in advance | 18 months in advance | 12 months in advance |
| Scheduling Black Out Period (event scheduling on hold for R25 [®] spaces) ⁴ | March 1-31 of the year of the event for the summer season June 1-30 of the year of the event for the fall semester November 1-30 of the year of the event for the spring semester | | | |
| Conference/Event Location | Entire campus during the Event Intervals Summer Event Area during the Core Summer Season | | | |

Table 3. Scheduling protocol by group size.

Space Reservation Considerations

Physical location. Rooms should be reserved in a geographic area that is appropriate to the activity and the people involved.

Room fill. Room selection should be based on the projected ability to achieve 65-90% seat fill.

Space reservations. Units should use standard scheduling systems for schedulable rooms: R25[®] for instructional and assembly spaces and Exchange for conference and meeting rooms. Event planners should use the preferred scheduling software (R25[®] or Exchange) for each room reserved. Outdoor spaces used for conferences/events should be scheduled through R25[®] to avoid conflicting uses.

³ Larger group sizes are given preference for spaces earlier than smaller group sizes under the assumption that it is easiest to accommodate large groups when the broadest array of rooms – in terms of both quantity and size – is available.

⁴ All seminar rooms, classrooms, lecture halls and assembly spaces not already held for events need to be available for summer session class scheduling through the bulk scheduling process; no event scheduling of classrooms can take place between March 1st and March 31st.

Fee Control. The quoted room rental fee will be based on the projected rate for the applicable year. In the event that the rate at the time of use is lower than the current projection, the fee paid will be the lesser of the two.

Conference Services notification. Conference Services serves the role of information clearinghouse for non-class, summer events on campus, independent of the unit's fee-for-service role managing conferences. Conference Services will gather event information for the University calendar (published or unpublished), participate in and inform decisions about campus dining venue operational hours, identify issues related to permitting and public safety, and generally help to share information to provide a more coordinated experience for all event hosts.

Registering Events. The host unit must register the event using the Event Registration Form if the event meets the criteria stipulated at <http://www.activities.cornell.edu/EventReg/>.

RESOLUTION OF CONFLICTS

All Cornell users of space should be as flexible as event circumstances will allow in meeting the needs for event space while also accommodating the needs of others. Cooperation should be at the core of all negotiations related to meeting space needs.

Principles used in the scheduling process include:

- Stewardship of University resources, especially as measured through space utilization goals, i.e., use of appropriately sized space.
- Space characteristics that match event needs.
- Distance to location for those events involving faculty, student and staff participation.
- The availability of another space that meets the programmatic needs, i.e., accessible, air conditioned, of the correct size, containing the required equipment, and otherwise appropriate.
- Flexibility to accommodate temporary relocations of long-term events to meet occasional short-term needs.

The same principles will be used to resolve infrequent conflicts that may result when two or more parties request the same space at the same time.

The University Registrar and the Space Planner are committed to assisting units in finding equivalent space when conflicts arise.

As noted in the Contacts & Responsibilities section, the University Registrar is primarily responsible for resolving conflicts related to instructional spaces and the Space Planner is primarily responsible for resolving conflicts related to non-instructional space. Any event organizer encountering a conflict should contact the responsible party to discuss the concerns and seek resolution.

If the responsible office cannot resolve an existing conflict to the satisfaction of all parties, then any party may ask to convene a meeting of both the Registrar and the Space Planner with a representative from each unit involved in the conflict. The University Registrar and the Space Planner will render jointly a decision.

If such a meeting cannot resolve the conflict, then the Space Planner will seek resolution through the Space Use Advisory Committee.

APPENDIX A

Summer Event Area

