



# Cornish's Space Request Policy and Procedures

## Purpose statement

The primary function of all facilities at Cornish College of the Arts is the support of the academic mission of the College. The priority of booking space is based on which request comes first in the following order for which the calendar is opened. Cornish curricular and co-curricular activities have first priority in the scheduling of all College facilities confirmed during the late Spring semester of each year for the following academic year. Extracurricular activities will have secondary priority, with faculty scholarship and staff professional development as third priority. External users are last in priority for booking of space. Any conflict of simutalnce requests will be negotiated between the two parties with the Director of Creative Spaces and Event Services (CSES) as mediator.

Any request must be in compliance with this Space Usage Policy and is subject to availability. Internal and external groups may use and rent space if their activities are consistent with the Cornish Statement of Difference and Inclusion and Core Values.

Non-curricular requests will open each after Registration and Records has completed booking space for classes.

*This document is organized by items as relevant to internal users vs external users.*

**For these policies the following will be defined:**

**Alumni:** Someone who has completed at least one term from Cornish College of the Arts.

**Core Faculty Creative Practice, Research, or Scholarship:** Defined broadly to include basic research, the integration of knowledge, the transformation of knowledge through creative practice(s), the intellectual or imaginative work involved in teaching and facilitating learning, making, performance, and/or the application of knowledge to solve a compelling problem in the community. The productive artist/scholar/researcher is continuously involved in creative efforts, research, and writing that advance knowledge in a field.

**Co-Curricular:** The activities, programs and opportunities which exist outside the academic curriculum, but that complement or supplement student learning. Co-curricular experiences may be seen as extensions of the formal learning happening within academic courses or programs.

**Coursedog:** The Cornish's class and event scheduling platform.

**Curricular:** The subjects, experiences and opportunities that comprise the academic course of study in a college.

**Current employees:** Any current person who has a full or part time position at Cornish College of the Arts.

**Department Sponsored Partnership:** A request where Chair, Dean, Director, President, or Vice President may ask for a waiver of space fees only if the third party use of the space is a part of their curricular, co-curricular, or extracurricular activities.

**External User:** Alumni, trustees, or outside users who are not current students or employees. Currently enrolled students, and current employees requesting space for projects/events outside the scope of their job responsibilities or academic requirements are also considered as external users.

**External Venu Booking:** Any reservation or space use agreement outside of spaces owned or controlled by the college.

**Extracurricular:** The experiences, opportunities and activities which exist outside the scope of the college curriculum and that are not explicitly tied to promoting learning happening in academic courses or programs.

**Internal User:** Currently enrolled students, and currently employed faculty or staff requesting space in accordance with their job responsibilities or academic requirements. Requests from an academic department must fall under Cornish curricular, co-curricular, and extracurricular activities.

**Non-academic:** Use not related to curricular, co-curricular, or extracurricular activities. This use is primarily associated with non-academic departments.

**Professor Emeritus :** An honorary title conferred upon a retired faculty in recognition of a distinguished and extraordinary career at Cornish College of the Arts.

**Registered Student Organizations (RSO):** Student organizations which provide opportunities outside the classroom for students to participate in educational, intellectual, interdisciplinary, and cultural events and/or activities and to develop leadership and citizenship skills.

**Retired from Cornish employees:** Any employee who has worked for 20 years or more at Cornish College of the Arts.

**Staff Professional Development:** The act of continued learning to enhance or maintain professional credentials through formal coursework, a practice of innovative arts, and informal learning opportunities situated in practice.

**Student:** A person who has matriculated and is currently enrolled.

**Temporary employees :** An employment situation where the working arrangement is limited to a certain period of time based on the needs of the employing organization.

**The year:** Defined as the College's fiscal year.

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**Cancel or moving of a space booking:** This provides the college the authority to move or cancel a booking of any space controlled by the college.

#### Internal User

- The following groups or individuals have the authority to move or cancel a space use in order to ensure service the mission is best achieved.
  - Registrations and Records
  - President of the Cornish
  - Vice President of Operations
  - Two thirds vote of the cabinet

#### External User

- USER may, at its sole discretion, cancel this Agreement for any reason in writing and obtain a refund of paid fees as follows:
  - **EXHIBIT B** of rental agreements:
    - If an event is cancelled by USER after CORNISH has confirmed the date(s) of USER's event, cancellation charges will apply as follows:
 

■ If Cancelled By USER:	Fee:
31 or more days before the event	100% Deposit
0-30 days before the event	Total Estimated Contract Amount
    - A rescheduling request will be considered by CORNISH only if it is made 91 days or more before the event and a mutually agreeable date is available on the calendar. Otherwise, cancellation fees equalling 100% of Deposit will apply. If the USER finds another renter for the same time period for an equal or greater facility rental fee, then no cancellation charges will apply if the rental is approved by the CORNISH Playhouse Director or their Designee.
    - **LATE FEE:** A late fee of 3% of the total invoice will be assessed to the USER after 7 days upon receipt of invoice. The USER will accrue an additional 3% on the total invoice for each month the USER has not paid the total invoice.
- CORNISH may terminate this Agreement if USER fails to perform any of its obligations herein set forth or appears to CORNISH to be in violation of any applicable law or CORNISH's policies and procedures including, but not limited to, those set forth in the rental agreements [EXHIBITS A-D] and such failure or apparent violation shall continue for a period of five (5) days after notice thereof. Upon any such termination, USER shall remove within twenty-four (24) hours, at USER's expense, all its property from the Facilities and will forfeit all payments made under this Agreement.
- CORNISH may cancel this Agreement without liability to USER if notification is given to USER at least seven (7) days prior to the date of scheduled use and, in such event, shall return any fees collected to USER whereupon CORNISH shall be relieved of any further obligation under this Agreement.
- Notwithstanding the termination language set forth in Section 20.b., CORNISH may terminate this Agreement immediately, without liability to USER, if USER fails to perform any of its obligations set forth in this Agreement, or if any acts of USER are deemed to be so egregious as

to cause harm to CORNISH students or CORNISH employees, or in any way may cause fire or other property damage that could potentially render such property unusable for any period of time. Termination of the Agreement under these circumstances will be immediate, and USER shall remove within twenty-four (24) hours, at USER's expense, all its property from the Facilities and will forfeit all payments made under this Agreement.

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## Procedure to Request Space

**Internal Users** - Registration and Records Department oversees the policy and procedure for scheduling classes. Any class use request beyond regularly scheduled classes must be submitted for approval through the College's Coursedog space use system at [cornish-events.coursedog.com](https://cornish-events.coursedog.com). For Co-curricular or extracurricular performance space requests see below. There is no facilities fee for internal users; however other associated costs such as labor, piano tuning, equipment rental, etc. may incur an added charge to the department's budget.

### Events Forms

The Coursedog platform has Event Type Forms which both students and employees will need to use in order to request space outside of class submissions overseen by Registration and Records or through the annual event submissions.

Below is a definition of what each form should be used for. Each form has questions geared towards the requesting use, and will automatically ping the necessary support departments when submitted. Additionally they are built with fail safes in the event a support staff member is out of the office, ensuring that requests are not pending for prolonged periods.

Coursedog has an option to add "resources" such as acting cubes, chairs, AV equipment, ect. At this time this feature has not been activated, but will be during the 20/21 school year. This feature will automatically be asked in the Event forms once live.

The Event Type Forms can be found at <https://cornish-events.coursedog.com/>. On the right hand side, below the calendar there is a "Create an Event" section. Here you will select the form that corresponds with your request. When you select your form, you will be automatically redirected to a fillable version of that form.

Please note that submissions for Marketing support are through the Marketing Compus page forms.

At this time in order to book multiple rooms, you must select "+ ADD NEW MEETING" at the bottom of the form section "Meeting & Locations"

### Event forms types and use descriptions:

- **Student use- Performing and Gallery:** For student use on Cornish co-curricular and extracurricular performance or gallery use such as, Senior Projects, Recitals, RSO events, exhibitions, ect.
- **Student use- Classroom, rehearsal, practice, and other use:** For student use to reserve any space campus wide that is not related to an event, show, or exhibition.
- **Student use-Dance:** For Dance Department students use only, to reserve auxiliary space.
  - This form is temporary during the COVID-19 pandemic.
- **Nellie's Cafe Tables:** For use to reserve space to set up a table in Nellie's Cafe. There is a max of three tables able to be set up. If this request involves a Registered Student Organization, please add your organization's advisors contacts to the request.
  - This form is currently offline due to complications from COVID-19 procedures.
- **Faculty/Staff Use- Department Sponsored/Produced Performance, Exhibition or Lectures:** For Faculty/Staff use for reserving performance or gallery spaces for Cornish curricular use or guest lectures.
- **Faculty/Staff Use- Class and rehearsal room:** For Faculty/Staff use to reserve space for classroom activities or rehearsals.
- **Faculty/Staff Use - Meeting and Event room:** For faculty/staff use for space requests for meetings and other Cornish events like holiday parties and staff council social gatherings.
- **Faculty/Staff Use-Scholarly activity and professional development:** For Cornish Faculty and Staff to reserve space for personal use for scholarly activities or professional development. Please note that you must get approval from your department supervisor before requesting a space.
- **Faculty/Staff Use-Parking spaces:** For use to reserve a parking space at Cornish College of the arts. Please note that parking may include a fee.
- **Admin Use-College Events:** For CSES use when adding in college events for each semester.
- **Admin Use-Rentals:** For CSES use when adding external rental use.

**Department Sponsored Partnership-** This provides third parties use of college space free of facility fees. The use must be a part of furthering the mission of the college and be a part of the requesting departments annual plans. This is outside any event such as a guest artist lecture or master class which should be submitted as part of the associated curriculum.

- Only a Chair, Dean, Director, Vice President, or President may fill out the Department [Sponsored Partnership Form](#)
- The form can be found on the Coursedog/Space Use Compass page
- This document goes directly to a committee for review every three months starting on the first day of the fiscal year
  - The committee shall consist of the Provost, Vice President of Operations, and Director of Creative Spaces and Event Services
  - The committee may seek guidance or information from other community members while evaluating the request
- Director of CSES will inform the requesting Department of what is approved

- Once approved, the requesting Department is responsible for coordination with the guest artist or group, including but not limited to:
  - Communication with an outlined schedule to Security, Coursdog reservations, marketing, accessing the building and room/s, IT requirements, facilities set up, and so forth
  - Please keep in mind that costs accrued from labor or other ancillary charges will still be billed to the guest artist/group
- If only a partial waiver is approved or requested, the CSES Department will reach out to the Cornish Lead to outline expectations and duties between the requesting department and the CSES Department

### **Alumni**

1. Email request to the College Alumni Relations Manager alumni@cornish.edu
2. Alumni Relations will verify the individual is an alumnus of Cornish College
3. After verification, Alumni Relations will contact the Rentals Manager to set up connection for booking space
4. To receive the discount, the Alumni must be the generator and lead of the project
  - a. Groups who have an Alumni do not automatically receive a discount
  - b. Space request must not be for a company, organization, or affiliation of a larger group
5. The Alumni who reserved the space is responsible for paying insurance and all other associated fees

### ***Core Faculty Creative Practice, Research, or Scholarship***

- Faculty member coordinates approving and scheduling their space use with their Chair
- The approval needs to be submitted in writing to the Director of the CSES department for record keeping
- Faculty or department coordinator must enter the approved use in Coursdog using the Event Type Form “Faculty/Staff Use-Scholarly activity and professional development”

### ***External Venue Booking***

- The requesting Department will do the research and provides scope and schedule proposals as part of their annual show/event space requests.
  - This information should be submitted by using the Off Campus [Booking Request Form](#), to the Director of CSES.
  - This form can be found on the Coursdog/Space Use Page
- This form is reviewed by Operations to provide feedback on what possibilities there might be on campus.
  - Following are factors when approving external venue booking:
    - Is there a space on campus that has the available dates and meets the needs of the programming.
    - Value of the student, faculty, staff, or school could gain from a relationship with another organization.
    - Opportunity to trade space or other resources.

***Guest Artist Lecture, Master Class, or Department Event*** Such use should be submitted in line with the colleges annual scheduling deadline date in the spring semester of each year for the preceding academic

year. For requests past the annual deadline, please fill out the Faculty/Staff Use- Department Sponsored/Produced Performance, Exhibition or Lectures event request in Coursdog.

- The requesting department is responsible for coordination with the guest artist or group, including but not limited to:
  - Communication with an outlined schedule to Security, Coursdog reservations, marketing, accessing the building and room/s, IT requirements, facilities set up, and so forth
  - Support from the CSES Department can be provided. The scope of support is dependent on need, venue where the use is in, and capacity of the department's staff

**RSO's (Registered Student Organizations)** Request for non-performance space must be submitted through the College's Coursdog space request system. Students are required to have their advisor and Student Life formally informed of any requests.

#### **Staff Professional Development**

- Staff will coordinate their use with their department supervisor for use approval
- The approval needs to be submitted in writing to the Director of the CSES department for record keeping
- Staff member must enter the approved use in Coursdog using the Event Type Form "Faculty/Staff Use-Scholarly activity and professional development"

**Student Performance or Exhibition Space Request (Cornish co-curricular and extracurricular)** Senior Projects, Recitals, RSO events, etc. Students must be in good academic standing in order to work on projects outside their curriculum.

1. Students must submit the request through Coursdog at least 60 days before the first day in the space.
  - a. Students must provide the name of any advisors when filling out the Coursdog Form as additional contacts
2. If space is available, the head of the facility will set up a meeting. This meeting is required and must include the lead student and advisors (if an RSO a representative of Student Life must also be included)
3. Every planning email and subsequent communication must include students' advisor/s (if an RSO a representative of Student Life must also be included)
4. Only one student must be assigned as the lead in email and meeting communications. Other students are always welcome to be copied or attend meetings
5. Support from the CSES Department will be provided. The scope of support is dependent on need, venue where the use is in, and capacity of the department's staff
6. Selling of tickets by students is not permitted, exceptions will be made on a case by case basis.
  - a. If students wish to sell tickets, they will need send a written reason for this exception to the Director of CSES for review
  - b. If approved the Patron Services Manager will reach out to assist with ticket sales

**External User** - All external rental requests, **excluding Alumni**, must be submitted to the External Rentals Manager at rentals@cornish.edu. Rental fees and other associated costs will apply. Proof of insurance coverage is required in all cases

**Commons Commons Resident Hall**

Floors 3-20 are managed by COCM and request for use for space goes to COCM at [houseing@cornish.edu](mailto:houseing@cornish.edu)

**Current employees & students, or retired from Cornish employees**

1. Contact Cornish External Rentals Manager rentals@cornish.edu
2. In order to receive the discount, the employee or student must be the generator and lead of the project
  - a. Groups that include an employee or student do not automatically get a discount. Please see below section on "Rate Structures".
3. Must supply insurance and pay for any other associated fees

**Third Party Renters**

1. Contact Cornish Rentals Manager rentals@cornish.edu
2. Rentals Manager will contact and coordinate booking and contracting

**Rate structure:** The External Rentals Manager maintains a current rate for all uses and spaces operated by Cornish.

1. **Commercial rate** is applied to any person or entity that is not a registered non-profit
2. **Non-profit rate** requires proof of current non-profit status
3. **Alumni, current employees & students, or retired from Cornish employees** are eligible for the same rate as the non-profit rates