



# Cornell University ILR School

## SPACE USE POLICY AND PROCEDURES

### ILR 570 LEXINGTON AVE. CONFERENCE AND OFFICE FACILITY

Final – July 25, 2019

#### PURPOSE OF POLICY

The purpose of this policy and procedures is to establish steps, instructions and protocols for managing reservations and use of the various classrooms, conference rooms, focus rooms, and phone booths at ILR's 570 Lexington office facility and conference center.

#### DEFINITIONS

**Classrooms** – These rooms are used for educational purposes, mostly on a fee-for-use basis. There are 6 classrooms (4 on the 11<sup>th</sup> floor and 2 on the 12<sup>th</sup> floor). Classrooms are part of the conference center and are operated to serve the educational mission of the ILR School and the University.

**Conference Rooms**– Rooms located on the 11<sup>th</sup> and 12<sup>th</sup> floors ranging in size from 3-8 people and are available by reservation via the Outlook reservation system.

**Focus Room** – Small rooms accommodating no more than 3 people located on the 11<sup>th</sup> and 12<sup>th</sup> floor that are available for the purpose of short-term private conversations between staff or focus work.

**Phone Booth** – A one-person room for making business calls and private calls which require a quiet and confidential space.

**Wellness and Faith Rooms**– One small room, each located on 11th floor designed for single –person use to conduct personal health, wellness, or religious activities.

**Engaged Cornell Space** – This is open space on the 11<sup>th</sup> floor which is intended for use by Cornell units which are working with Engaged Cornell.

**Offices and Workstations** – There are approximately 92 offices and workstations in the 570 Lexington space. Each space is assigned an annual cost of approximately \$14,500 which the unit using the space must pay on an annual basis. Each renter of space has a

proportional right to use the meeting rooms, focus rooms, and phone booths as well as the Executive Board Room when it is not being booked on a fee-for-service basis.

**Café** – The Café is managed and scheduled by the Conference Center. Its primary purpose is to provide breakfast, lunch and reception space for units who are paying for the use of the classrooms. Employees can have lunch or have a meeting in the Café only after our clients have vacated the space following mid-morning breaks, lunch, and mid-afternoon breaks.

**Employee Lounge** - The Employee Lounge is designed to provide space for employees to eat lunch when the Café is being used by Conference Center clients. It is not intended to be a substitute for classroom space so that units can bypass renting a classroom for an event. The Employee Lounge is behind a secure, badge-access only door and is meant for ILR and our Cornell Partner employees.

**Partners** - These are Cornell colleges or organizations which have entered into long-term space use agreements with ILR to use the 570 Lexington space. Their agreements allow use of all conference rooms, focus rooms, and phone booths and the employee cafeteria on an equal basis to ILR units without additional charges. Their use of the classrooms will be on a fee basis either paying the ILR Rate or the Cornell Rate.

**Temporary Badges** – Each Outreach and Partner unit will be provided with a limited number of temporary badges to be given to non-Cornell employees when visiting 570 Lexington for a short period of time, or working with your unit on an extended period of time, or mobility-limited participants who need elevator access. This will allow trusted visitors to enter the office area. Each unit is responsible for securing the badges and the cost of replacing the badges, if lost.

## **PROCEDURES**

### **A. Use of Classrooms – Conference Center**

#### **Rooms - 1104, 1137, 1139, 1140, 1229, 1234, and 1235**

1. Classrooms in the conference center are used primarily for trainings, meetings and programs and are typically rented out on a fee-for-service basis. There are fee structures for ILR and Partner Use; Cornell and Non-Profit Use; and External Use. A separate policy and fee schedule is available for the classrooms and 570 Lexington.

Executive Board Room (1229) - The Executive Board Room is unique in that it can be used for meetings for free by ILR and Cornell Partners. However, when units are using the Board Room for training or special events, fees will be assessed. The Conference Center staff is responsible for all-bookings for this room whether they are free or for training and special events.

2. The classrooms can be arranged in multiple formats to meet the needs of various training and meeting functions. Room set-up is determined by pre-existing templates that include theatre seating, (rows of seats for maximum capacity) and a variety of classroom set-ups with tables.
3. Use of classrooms in the conference center should be reserved at least 12 and preferably 24 months in advance by submitting an online room request form: <https://www.ilr.cornell.edu/conference-center/ilr-conference-center-reservation-request-form> or by contacting the Conference Center Coordinator. Staff are encouraged to make reservations as soon as possible to secure needed space. Room reservations are only complete upon receipt of a room confirmation from the Conference Center Coordinator. The Conference Center reserves the right to re-assign rooms based on emerging priorities.
4. Priority for reserving classrooms in the conference center will be made according to the priorities set below.
  - a. Established reservations of training programs or events that include outside attendees on a fee-for-service basis. It is the responsibility of the hosting unit or staff person to maintain up-to-date reservations. Priority will be given to scheduling ILR training programs and events.
  - b. Special one-time events for internal or external attendees related to ILR or to its Partners.
  - c. Special one-time events for internal or external attendees not related to ILR or its Partners.
  - d. Established reservations of internal ILR or Partner meetings that cannot be accommodated in other conference or focus rooms because of the number of attendees or scheduling conflicts. These reservations will be accepted on a space-available basis and units will not be charged for use, but meetings can be bumped when fee-paying events need to be scheduled in the classrooms.
  - e. On a very limited basis, an external group may be “hosted” by an ILR Unit allowing the group to use the classrooms without charge. Such special use requires full prior approval of the Director of ILR Conference Centers. Use will not be allowed outside normal conference hours, or in the evenings and weekends during the summer, or in such a manner as incurs additional costs for ILR unless the Unit takes full responsibility in paying for extra security and cleaning. There are also occasions where groups bring in special populations with special needs, and these requests need to be carefully scrutinized to ensure that ILR has the capacity and coverage to accommodate special users. To request permission for such use by Non-ILR and

Non-Cornell groups, the hosting unit should complete the form below and submit it to the Director of ILR Conference Centers, Melissa Manning. [NYCConferenceCTR@cornell.edu](mailto:NYCConferenceCTR@cornell.edu).

5. The Conference Center Coordinator has the authority with consultation with the Director of the Conference Centers to assign and to deny a room reservation based on the needs of the requestor or on the needs of the Conference Center.
6. All classroom set-up requests should be received by the conference center staff at least two business days in advance of scheduled reservation.
7. All Audio-visual (AV) equipment and arrangements of the classrooms are the responsibility of the requestor to provide. Only trained conference center staff are authorized to make technical adjustments to the AV equipment and set-up.
8. Food and beverages are allowed in classrooms. Cooking and food preparation devices are prohibited (i.e. hot plates, etc.).
9. The host of the event has the responsibility for immediately reporting to the Conference Center Coordinator any personal injuries and any facility damage resulting from the room use immediately upon conclusion of the room use.
10. Nothing can be taped, tacked or otherwise attached to the wall surface in any part of the classrooms unless the walls are designated to be used as white boards or as writable surfaces.
11. The Reservation System used for the Classroom will be the Crestron System with Fusion Cloud Service. This will be integrated into the Conference Center's EMS system so that we can track room usage statistics.

**B. Use of Conference Rooms – 1105, 1109, 1124, 1208, and 1220, 1229**

1. Conference rooms are for ILR and Partner business purposes only, located on the 11<sup>th</sup> and 12<sup>th</sup> floors. These rooms can also be used on an equal, proportionate basis by Partners, per their space-use agreements.
2. The Executive Board Room is 1229 and ILR units and Partners can use this for free for meetings, but it must be booked through the Conference Center. Although this conference room is reservable like the rest, there will be a special review of this room since it is intended for more executive functions. Also, a scheduled meeting can be bumped from this room if a higher priority meeting needs to take place in this space. At times, the Conference Center will rent this out and therefore controls bookings of it.

3. Conference rooms are not assigned to any specific unit or person and any conference room can be reserved by any ILR or Partner employee.
4. Conference rooms must be reserved in advance using the Outlook Reservation System. Employees who utilize a room to conduct business without a reservation will be required to vacate the room to accommodate an existing reservation. The system that will be used in the Conference Rooms is the Mercury System which is a small table top monitor that will provide reminders of when the end time of your reservation is approaching.
5. Flexible scheduling options: You can schedule rooms for a total of 90 minute increments not to exceed 4.5 hours.
6. Use it or lose it (and make it available to others): Groups who have reserved a Conference room must show up within 15 minutes of their scheduled time. If they don't, they can lose their room reservation to another group who may appropriate the empty room.
7. Reservation in advance: ILR employees may not reserve space more than a 3 months' in advance.
8. Conference room reservations should be aligned with the size and scope of the meeting. Employees who reserve a conference room that far exceeds the size and scope of their meeting may be asked to relocate to a smaller, more appropriately sized room.
9. Conference rooms will be equipped with flat screen monitors.
10. Any conference room reservation can be adjusted or cancelled if necessary to meet the needs of VIP meetings.
11. Removal of the furniture in the conference rooms is prohibited.
12. Nothing may be taped, tacked or otherwise attached to the wall surface in the conference rooms.

**C. Use of Focus Rooms – 1131, 1132, 1227, and 1228**

1. Focus rooms are designed for short-term use by 2-3 employees and are not reserved in advance.
2. Focus rooms are intended to have quick turnover and be available as needed with use being limited to no more than 30 minutes at any one time by any one employee. Activities requiring more than 30 minutes require a room reservation in a conference room.

3. Employees may not remove any furniture in the focus room including the chairs.

**D. Use of Phone Booths Rooms – 1110, 1111, 1127, 1128, 1129, 1221, 1222, 1223, 1224, and 1225**

1. Phone Booths are for one person who needs to make a business or personal call and requires a sound-proof and confidential space.
2. Phone Booths can only be used a maximum of two hours at a time.
3. There are reservations for these rooms through the Outlook system. The bank of three small phone booths on each floor can be used as “walk-in’s” for personal phone calls as long as the room is not occupied.
4. There is no technology provided in these rooms. The user must bring his or her laptop or phone into the space and connect accordingly.

**E. Use of Wellness and Faith Rooms – 1134 and 1135**

1. Wellness and Faith rooms are designed for single employee or guest use in attending to personal health or wellness needs or for religious purposes.
2. Wellness and Faith rooms may not be used for meetings, private phone calls, work spaces or sleeping.
3. Wellness rooms may not be occupied by an employee for more than one hour at a time.
4. Wellness rooms are not reserved through the reservation system, but are available on a first come, first served basis.
5. Any employee using the wellness room may not move or rearrange any furniture in the room other than the chair. An employee may not store or leave personal items, medical equipment or devices in the wellness room after its use.
6. An employee must respect the signage on the wellness room and may not intrude or open the door when an employee or guest is using the room. In the event that an emergency in a wellness room is suspected, employees must contact the Conference Center Coordinator.

**F. Academic Visitors**

1. Academic Visitors from ILR, its Partners, or other Cornell units are welcome to use Hoteling Workstations free of charge up to one week at a time. The ILR School has reserved 5 workstations for visiting faculty to use. Reservations should be made in advance using the Outlook reservation system since building security badges and IT arrangements need to be made in advance.

#### **G. Providing Space to Outside Organizations:**

The School will now need to carefully scrutinize the use of all space or offices by external groups. Although it is recognized that allowing some closely affiliated organizations to use our space can be beneficial to a number of Outreach units, we do not have the space and the financial flexibility to accommodate these groups and this use often conflicts with lease and insurance provisions. On the rare occasion that we can accommodate an external user for a limited amount of time, a representative of the ILR Outreach Unit which invited the outside group must also remain present in the office and accessible during the entire meeting of that group. The sponsoring unit must pay for any additional costs that are incurred for security, cleaning, or other safety fees. Meeting Room 1105 can be used for these outside groups to avoid having outside groups use the private office workstation area. To request permission for such use, the hosting unit should complete the form below and submit it to Joe Grasso and Laura Robinson.

#### **H. Office Assignments Based on Work Status and Office Use:**

The ILR School reserves the right to assign offices based on programmatic need and use, and these assignments will be made by ILR Administration. Specifically, employees who are working part-time or who are on flex-place agreements could be asked to share a workstation with a colleague. Office and workstation assignments will not be based on employee class (Extension Associate, Professional Staff, or Non-exempt Bargaining Unit) but rather on such criteria as work status (full-time, part-time, flex place, temporary), programmatic need, nature of the work being performed, and other considerations.

Any requested changes in workstation or office assignments must be made to Laura Robinson and David Lippincott. They will review your request and consider other potential employee changes and adjacency factors. The request will be reviewed by Joe Grasso, Associate Dean for Finance & Administration, and, if there are conflicts, by the Associate Dean for Outreach.

Importantly, the office and workstation areas at 570 Lexington are meant to be a secure space where employees can work safely and without fear that their personal or work belongings will be threatened or stolen. Accordingly, it is ILR's policy not to have public groups using the conference rooms, focus rooms, or the

Engaged Cornell area. Access to the office and workstation area should be only by authorized Cornell ID badges.

If you have any questions or concerns about this policy, please contact Joe Grasso, Associate Dean for Finance & Administration; Laura Robinson, Director of ILR Infrastructure Services; or Melissa Manning, Director of ILR Conference Services.

## **I. Engaged Cornell Space:**

The Engaged Cornell space is designed to offer a collaborative meeting space for Cornell partners and faculty who are working on Engaged Cornell projects. This space resides in an open office area where noise from meeting attendees can move easily into adjacent office spaces. Accordingly, use of this space should be for relatively quiet meetings with up to 8 people. If there are larger meetings or meetings requiring more boisterous interaction, the Engaged Cornell liaison can book the Executive Board room for these purposes or Meeting Room 1105. Importantly, use of space by Engaged Cornell is primarily for Cornell employees and students.



**Special (External) Space Use Request Form for 570 Lexington Ave.**

Outreach Unit: \_\_\_\_\_

ILR Representative: \_\_\_\_\_

Name of External Group Needing Use: \_\_\_\_\_

Description of the Group's Work, Mission, and Relation to Outreach or Partner Unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason Why the External Group Cannot Pay for Space: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dates and Period of Use: \_\_\_\_\_

**Office Special Space Use Request:**

**Return completed form to Joe Grasso and Laura Robinson**

**Conference Center Special Space Use Request:**

**Return completed form to Joe Grasso and Melissa Manning**

Date: \_\_\_\_\_

Approval: \_\_\_\_\_