



Cornell University Student Activities Office

Basic Information on Event Planning at Cornell University

Registering your event

www.activities.cornell.edu/EventReg

A Use of University Property Form (UUP) must be filled out for the following events:

- Events with food and/or alcohol.
- Events that take place outdoors.
- Events where money is collected (sales or fundraising).
- Events that are held in a venue with a capacity of 200 or more people.
- Any event involving the use of university property by a non-Cornell group or individual
- Events that may be seen as controversial and/or high risk (i.e. high-profile speakers, politicians, protests, etc.).

Upon completing the on-line UUP, your event information will be forwarded to a system administrator. The administrator will then contact (via email) the university personnel who are required to review your event. These reviewers will be able to see all detailed information that you have entered; therefore, it is important to include as many details as possible. If these reviewers have any comments and/or questions, they may contact you by email or phone (note: some offices review UUP applications in person only, and must see accompanying materials, such as artwork, etc.). You will have access to view your event's status at all times, including the reviewer's comments and approval status. Information on how to access your event's status is included on the page following the UUP form.

Once your event has received all necessary approvals, you will be contacted via email.

Reserving Space on Campus

In most cases, you must reserve your space with a building reservationist PRIOR TO completing the on-line UUP form. To find out who the building reservationist is for the location you wish to use, go to the Room Reservation Contact Information website - <http://registrar.sas.cornell.edu/Sched/roomres.html>. If you are not sure if you should reserve your space prior to completing the form, check with the building reservationist first. On the UUP form, you will be asked whether you already reserved space, and the name of the reservationist.

If you are planning on using Appel Fields or the Rawlings Green (North Campus), you must meet with Jen Gudaz (255-7738) to discuss policies and procedures for using the fields.

Using Cornell's name, logo, and/or artwork

If you are having merchandise made that contains the Cornell University name, nickname, logo, or artwork (i.e. shirts, hats, pens, etc.), please be prepared to submit an application to the Student Activities Office. All merchandise must be printed by approved Cornell vendors (www.cornell.edu/identity/downloads/Licensed_Companies.pdf). The approval form, along with additional information, can be found at the Student Activities Office website located at www.dos.cornell.edu/dos/activities/programs_services/logo.cfm. Note that this policy does not apply to information printed on paper (i.e. posters, program booklets, etc.).

Conducting sales on Cornell's campus

Cornell University has very specific policies regarding conducting sales on Cornell's campus. All those involved with sales activity must be members of the Cornell community. For specific information and policies, view Cornell's policy on Sales Activities on Campus (www.policy.cornell.edu/vol4_3.cfm).

Making your event accessible to everyone

Cornell University is committed to providing an accessible and welcoming working and learning environment for faculty, staff, students and guests, while complying with federal, state and local disability regulations. If you would like more information or assistance with making your event accessible, or if you have any questions about providing services, please contact the staff of Student Disability Services (<http://sds.cornell.edu>).

Parking and transportation issues

When planning your event, take into consideration any parking and/or transportation. For example, will you need to reserve parking spots near the venue for your speaker? Does your speaker/performer need parking permits? Will the event draw traffic from off-campus, requiring you to reserve parking areas or need staff directing traffic? For information, visit Cornell's Commuter and Parking Services website (www.parking.cornell.edu).

Food and alcohol at events

If you are having food at your event, and are self-catering, be prepared to explain your plans with a food safety specialist. This information should include menu, food sources, method of preparation, where the food production will take place, transportation of the food, style of service, etc. If the event will be catered, the caterer must be an approved caterer with Cornell University (see approved caterer list at www.risk.cornell.edu/catererlist.cfm).

If you are registering an event where alcohol will be served, you must complete all required information on the UUP form. Please be sure you have all of the caterer's information, and you are familiar with Cornell University's Alcohol Policy (www.policy.cornell.edu/vol4_8.cfm).

Open fires, noise permits

Events with open fires, including campfires and bonfires, require an open burning permit in addition to the Use of University Property form. Open burning permits can not be filed on-line, and may be obtained at 521 Willard Straight Hall or from Environmental Health and Safety (EHS) at 201 Palm Road. See the EHS Event Planning site for more information and guidelines regarding event safety (www.ehs.cornell.edu/general_safety/event_safety.cfm).

If your event requires a noise permit, you will be required to complete a paper form and obtain the appropriate signatures. Noise permits are available from the Student Activities Office (521 WSH).

Events at Fraternity/Sorority houses

If your event takes place in a fraternity or sorority house (either private or university owned), you should not complete a UUP. However, please be sure to register your event with Fraternity and Sorority Affairs (255-2310 - www.dos.cornell.edu/dos/greek/).

Events Management Planning Team (EMPT)

The Events Management Planning Team, or EMPT (<http://sao.cornell.edu/empt.php>) is comprised of various university officials who will review the details of your event, and offer their approval and/or comments. EMPT meets weekly (as needed) on Thursdays at 3:00 pm in the Cornell Police Conference Room located in Barton Hall. To get on the agenda, please contact Roxanne Edsall-Beebe at 255-4169 or rme4@cornell.edu by Tuesday of the week you'd like to attend.

Changes to your event details

If any details of your event are changed after you have already submitted the form, please contact Roxanne Edsall-Beebe immediately (this includes date or location changes, cancellations, change of contact person, etc.). Roxanne can be reached in the Student Activities Office at (607) 255-4169, or via email at rme4@cornell.edu. Upon completion of the form, you will see information on how you can log in to this site to check the status of your event approval. You will also have the option to print out your form for your records.

For more information

If you would like more information about the on-line Use of University Property form, or planning events at Cornell University, contact the Student Activities Office (www.sao.cornell.edu) at (607) 255-4169, or email activities@cornell.edu.

The Student Activities Office is a unit of the Office of the Dean of Students, Student and Academic Services.