Cornell Tech
Reference Guide to Planning Your Event

Planning Tip: Take note that larger events can be more easily accommodated on Fridays and weekends than Mondays to Thursdays due to our academic schedule.

I. RESERVING SPACES

Timeline
Cornell Tech academic programs and related activities are prioritized first, then consideration is given to Cornell University programs that are affiliated with Cornell Tech. Once the academic schedule is finalized and all internal activities and events of Cornell Tech are planned, requests from affiliated Cornell University programs will be considered, no more than 3-6 months in advance. At this point if we receive requests from non-Cornell organizations we will try to accommodate these requests pending available space.

Important Dates for Reviewing Cornell University and Non-Cornell Requests:
• Summer Events - Requests will be reviewed beginning the second week of January
• Fall Events - Requests will be reviewed the second week of May
• Spring Events – Requests will be reviewed beginning the second week of October

II. ASSOCIATED FEES
There are space usage fees associated with using any space on the Cornell Tech campus. In addition to space usage fees there are also associated fees for security and custodial as well as administrative fees for support of events in the evenings and weekends. Fees for security and custodial are subject to overtime and a minimum of 4 hours during the evenings and weekends.

III. ON CAMPUS CATERING
Cornell Tech has an exclusive on campus caterer, Starr Catering Group, to supply any catering needs you may have for your meeting, conference or event from a simple coffee break, continental breakfast to a fully staffed plated buffet lunch or dinner and everything in between.

IV. BUILDINGS AND VENUE SPACES, ROOM CONFIGURATION OPTIONS

• Please note the furniture can be removed or reconfigured in many of our spaces, subject to available storage space and additional overtime fees for Facilities.
• In addition, attendance for events must stay in compliance with the fire code occupancy limits, this can be discussed during the initial event planning.

Bloomberg Center:
• 200 seat tiered auditorium with fixed seating
• 6 classrooms with 50-person capacity
  • Two classrooms on the first floor which can be converted to one large room,
  • Four classrooms on the lower level (Two on this level can also be converted to one large room)
All Bloomberg Classrooms are equipped with rolling white tables seating 2 people with black chairs.

Tabletops can be folded up and tables can be removed, pushed to the side of the room or reconfigured for:

- classroom style – white tables with chairs behind all facing the front of the room
- collaboration style – two tables pushed together with 4-6 chairs around the tables
- closed or open U for board meetings – tables pushed together end to end with chairs around the outside perimeter facing the middle of the configuration
- Combined classrooms can accommodate 100 people seated, 150 people for a standing reception with a bar at each end of the room and high cocktail tables dispersed throughout the room, or a board meeting for 42 people

Tata Innovation Center:
- 88 seat semi-circle tiered classroom
- 3 Studio classrooms which can accommodate 65 people in each space
  - Two classrooms can be joined to create one large L-shaped space for receptions
  - Equipped with rolling white tables and chairs
- Collaboration Space
  - 2-story open space suitable for receptions up to 150 people
  - Two floors, equipped with small cocktail tables, larger tables, cushioned chairs and small coffee tables

V. TECHNOLOGY (IT/AV) IN SPACES

User-friendly technology is available in all classrooms and auditorium to complement the learning environment.

Our IT team provides limited assistance with setting up equipment at the start of an event and while may be available to check-in during an event, are not on call to support your event and may not be available at any given time.

Requesting a technician for onsite assistance throughout an event is subject to additional fees. Our IT staff hours are Monday – Friday, 8am – 5pm, any event outside of these hours is subject to additional fees for IT support if requested.

Thank you,

Cornell Tech Event Management