

Barnard College

Campus Events and Approval Policy

Effective: November 2, 2023

Who is Responsible for This Policy:

Responsible Administrator(s): Events Management

Who is Governed by This Policy:

This policy applies to all individuals who wish to hold Events at Barnard College, regardless of their affiliation with the College.

Definitions:

An Event is any gathering, other than academic classes scheduled as part of the curriculum, that is held in a College building or outdoor space on the College campus. Events include student and other group activities that are beyond a general member meeting, including, but not limited to, lectures, panels, demonstrations, performances, protests, festivals, vigils, open houses, and tabling.

Events *with* Resources (inclusive of any and all of the below requirements):

- Requesting a space that needs additional set-up (such as tables for food, extra chairs, round tables instead of the existing square tables or any change from the default set up).
- Requesting space that needs audiovisual support (such as a laptop, microphones, skype, conference phone) that does not exist in the space OR a dedicated technician is needed to assist with the technology.
- Anticipated activity that the College, in its discretion, determines may require the presence of CARES Community Safety to ensure the continued safety of the campus community (including, but not limited to: public demonstrations, events with amplified sound, events that include coordination with external vendors/deliveries, any event or activity in which access includes those from the general public and/or Columbia community, and/or events in which additional safety measures must be taken to ensure the safety of the Barnard community at large).
- Any student group or organization activity beyond a general member meeting

Events *without* Resources (inclusive of any and all of the below requirements):

- Requesting a space purely for a meeting (only the space is required)
- Requested space is being used “as is”
- Requested space has smart technology and can be self-operated or does not have technology but technology is not needed

Policy Statement:

The Barnard College Campus Events and Approval Policy is designed to provide for safe and responsible Events and to outline procedures for allocating space for Events as fairly and efficiently as possible, in support of the College’s mission. Barnard College permits Events (as defined above) to take place in indoor and outdoor spaces at the College if those Events

align with the College's mission to provide the highest-quality liberal arts education to students.

Consistent with this Policy, the College may regulate the time, place and manner of Events. Because the safety of our community is the highest priority, this may include, among other actions, restricting certain activities when the College believes there is a credible safety threat to our community. This includes restricting certain activities when the College believes there is a genuine threat of harassment to a particular group of individuals, and/or that the event has the potential to create an unmanageable safety concern. The College's primary concern in all cases will be the safety of all members of our community, and the College has an obligation to ensure that all members of our community can participate in their academic pursuits without fear for their safety. That is our highest priority.

Eligibility

Only specific constituencies may reserve space and request related services for Events, whether they be Events solely sponsored by Barnard or Events co-sponsored with an external entity. All Events must align with the Barnard College mission. Events will not be approved until the eligible requester completes requisite training as detailed below.

The following constituencies are eligible to reserve space and request related resources for Events:

- (1) Barnard College faculty and staff who, acting within the capacity of their role/office/department, seek to host College-sponsored or co-sponsored Events. College faculty and staff seeking reservations related to collective bargaining agreements must consult the Office of Human Resources before their request will be considered.
 - (a) Barnard College faculty and staff may not request and reserve space for student groups unless Student Experience and Engagement has provided prior approval.
- (2) Student Government Association (SGA), SGA-recognized groups, the Governing Board at Barnard (GBB), and GBB-recognized student clubs and organizations – including groups recognized by Club Sports, Community Impact (CI), Activities Board at Columbia (ABC), Interschool Governing Board (IGB), Student Governing Board (SGB), Sororities – so long as they have received approval from a Student Organization Advisor.
- (3) Student groups recognized by approved affiliated governing boards who have received approval from their Columbia advisor.

Each set of eligible requestors must complete the following trainings before an Event can be approved:

- Faculty and staff: Barnard Events Management training
- SGA and GBB, along with their recognized student groups: Barnard Leadership Training (BLT) through Student Experience and Engagement (SEE). Training must be completed prior to or during the first three weeks of each fall semester (and inclusive of all leadership positions within each group), and no later than two weeks after the end of the shopping period.
- All other student groups recognized by approved affiliated governing boards: Barnard

Events Management training (facilitated through SEE).

Procedure:

PROCESS FOR EVENTS SOLELY SPONSORED BY BARNARD

1. All members of the Barnard community who wish to hold Events on campus must make event requests online, as per instructions from Events Management via the [EMS website](#), providing all event details including expected attendance and set-up needs.
 - a. For planning purposes, faculty and staff Event organizers must submit requests for Events with Resources **a minimum of 14 calendar days** prior to the proposed Event date, and they must submit requests for Events without Resources **a minimum of 3 calendar days** prior to the proposed Event date.
 - b. For planning purposes, approved and eligible student groups must submit requests for Events with Resources **a minimum of 28 calendar days** prior to the proposed Event date, and they must submit requests for Events without Resources **a minimum of 3 calendar days** prior to the proposed Event date.
2. Once the request is made via [EMS](#), Events Management will review the request in collaboration with campus fulfillment partners as necessary. Requests for Events must be made directly to Events Management and may not be made directly to campus fulfillment partners (such as AV services, facilities). Campus fulfillment partners may not independently approve Events.
3. Depending on the nature of the event, a more comprehensive event planning consultation/assessment may be required by the College prior to approval to proceed with the event. Events Management reserves the right to determine which events may require consultation. All active event organizers (including Student Organization Advisor, if applicable) must be present for this consultation. Additional campus fulfillment partners (AV Services, Facilities, CARES, etc.) may be asked to participate or consult, given the nature of support that may be required to ensure the success of the event and continued safety of the community. An event planning consultation/assessment meeting does not guarantee event approval.
4. Once the initial review is complete and space is available, Events Management will elevate the request to the respective Senior Staff member (or their designee) for approval.
5. Once approved, Events Management will send an Event Confirmation to the requestor.

ADDITIONAL PROCESS FOR [CO-SPONSORED EVENTS](#)

1. Only constituencies that fall into one of the aforementioned eligibility categories are eligible to request space for Events co-sponsored with an external organization as defined below.
2. Co-sponsored Events are Events in which an eligible Barnard constituency partners with an external partner (individual or group) to host an Event at Barnard; Columbia-affiliated individuals, departments, and groups are considered external partners. The co-sponsored Events form linked above outlines some of the requirements for co-sponsored Events hosted at Barnard, as well as important information that must be included in the Event request.
3. The co-sponsorship form must be submitted before any request for space may be made via EMS, and the form must be submitted by the Barnard constituency co-sponsoring the

Event.

- a. Any forms received by Events Management by external organizations will be declined until the Barnard sponsor has submitted the co-sponsorship form linked above.
 - b. In the event that an external organization reaches out to Events Management directly, Events Management reserves the right to share the co-sponsorship form with them but will not provide advice regarding potential Barnard co-sponsors.
4. Once the co-sponsorship has been approved, co-sponsored events should follow the steps outlined above for Events Solely Sponsored By Barnard.

PROCESS FOR CHANGES TO EVENTS

If the details of the event change following consultation and/or approval of an event, the group requesting space must promptly notify Events Management. Events Management may require an additional consultation to assess whether or not the event can proceed as planned.

All approvals are conditioned on the nature and scope of the Event remaining consistent with the approved request; Events Management reserves the right to 1) re-evaluate any Event based on new needs/requirements; 2) engage the approving Senior Staff (or designee) member in additional review of Events. The approving Senior Staff member (or designee) reserves the right to rescind approval of Events, which will result in their cancellation. The Senior Staff member (or designee) will notify the Event organizer of cancellation, and Events Management will officially cancel the Event in the system.

Events that are canceled may be re-approved if the organizers resubmit a request with relevant new information following the procedures set forth above and the Event is approved according to the procedures set forth above.

APPROVAL OR REVOCATION

The College reserves the right to decline approval of requests for space at its discretion.

The College reserves the right to decline approval or revoke approval at any time including, but not limited to, the following circumstances:

- Anticipated guest attendance increases beyond the capacity of the venue reserved.
- There is the potential for an unmanageable safety concern.
- Promotion of the event (including, but not limited to, the date, time, and location) occurs prior to event approval.
- Resources needed to support the event change and exceed the scope of what was detailed in the initial request and/or consultation/assessment.
- Event date changes to a date that is earlier than initially requested and, therefore, falls within the timeframe of support and/or space is not available.
- Emergencies or other crisis, for example, weather, pandemic, or disaster

ATTENDANCE AND REGISTRATION

The College reserves the right to limit Events to Barnard College/Columbia University ID holders only.

Events Management reserves the right to require that event organizers provide a list of registrants at least 5 business days in advance of the event, which may be shared with other campus fulfillment partners as warranted by the nature of the event.

Post-Event Requirements

All constituencies must treat Barnard's campus and event spaces, rooms, and locations with respect and consideration for others that use these spaces after them; the same is expected of event attendees. This includes removing all event materials, collateral, decor, leftover food, and disposing of all trash upon conclusion of events. It is important that, save for the set-up of the room (unless it is a classroom with a fixed set-up), all event spaces be left as they were when the event organizers arrived, including furniture placement.

Failure to Comply with this Policy:

If individuals or groups reserving space are not compliant with this policy or other College policies in planning or executing Events, Barnard College may make such individuals or groups ineligible to make Events requests for a predetermined amount of time and require such individuals or groups to complete training prior to the reinstatement of eligibility. For student groups, failure to abide by the policies, guidelines, rules, expectations may also result in a loss of privileges for student groups. The College may institute additional consequences in its sole discretion.

Individuals are also subject to all other applicable policies of Barnard College, including the Student Code of Conduct for students and employee policies and procedures, including up to termination for employees.

Policy Updates:

This Policy may be updated at any time, without notice.

Related Policies and Documents:

[Rules for Maintenance of Public Order](#)

[Initial Planning Request Form for Co-Sponsored Events Hosted at Barnard College](#)

[Policy for Safe Campus Demonstrations](#)

[Information about Demonstrations](#)

[Posting Policy](#)