

The Rockefeller University Policy on Use of University Facilities

The Rockefeller University allows the use of University Facilities for University Functions convened by University Personnel.* Under certain circumstances, the University may rent University Facilities to Non-University Groups for Non-University Functions. This policy governs to whom the University may make its space available, the types of events that may be held at the University, and the procedures to be followed by those seeking to use University Facilities.

Please direct inquiries about use of University Facilities to the RU Events team of the Development Office: (212) 327-8072. The University will determine in its sole discretion in each instance whether a request for a booking will be granted.

I. Criteria for Use of University Facilities by University Personnel

University Personnel are encouraged to use University Facilities for University Functions and informal meetings. These functions and meetings will not be subject to room rental fees and insurance requirements, provided the meeting is not convened on behalf of a Non-University Group. University Personnel will be directly responsible for all other meeting-related costs, including set-up and clean-up costs.

These University Functions and informal meetings may take place during the week or weekends. University Facilities may be reserved by completing an electronic booking form on the University's web site. The booking calendar requires one hour between each room reservation in order to ensure enough time for set-up and clean-up between meetings.

The Development Office must approve the use of all University Facilities (except as noted in Appendix B) and will acknowledge all electronic booking reservations.

Graduate students and postdoctoral researchers who wish to use University Facilities for an event that does not directly relate to their roles and responsibilities at the University (for example, a meeting of the University chapter of the Pugwash, or the Monday night film series) may be permitted to do so with the approval of the Dean of Graduate and Postgraduate Studies. If approval is given, the graduate student or postdoctoral researcher should send a letter, describing the event and confirming the Dean's approval, to the RU Events team of the Development Office, with a copy to the Dean.

The University prohibits the use of University Facilities for events with a partisan political, religious or fundraising purpose. In addition, University Facilities are not available for personal use (e.g., weddings, birthday parties or other private parties, etc.). University Personnel are not permitted to cover the University's logo on any of the podiums used at an event.

* See Appendix A for defined terms.

University Personnel who are members of The Faculty and Students Club and who wish to hold personal events (e.g., weddings, birthday parties or other private parties, etc.) on campus may consider using The Faculty and Students Club. For additional information on using The Faculty and Students Club for such events, contact Human Resources at (212) 327-8300, or Chad Ethier, Club Manager at (212) 327-8051.

University Personnel who wish to host a meeting on behalf of a Non-University Group must meet the criteria described below and must follow the guidelines for procedures, insurance, advertising, event promotion, and parking set forth below.

II. Criteria for Use of University Facilities by Non-University Groups

The University will consider requests from Non-University Groups to use University Facilities for events, including those to be hosted by University Personnel. All requests must go through the RU Events team of the Development Office. Qualifying events must be designed to serve an educational, scientific and/or public service purpose. In addition, if the event sponsor is other than a nonprofit entity, the event must be exclusively for carrying out the University's own purposes (for example, a vendor show), and must be open to participation by members of the University community.

The University prohibits the use of University Facilities for events with a partisan political, religious or fundraising purpose, or for events sponsored by religious organizations. In addition, University Facilities cannot be used for weddings, birthday parties or other private parties, or similar events.

a. Procedures for Requesting the Use of University Facilities by Non-University Groups

Non-University Groups interested in using University Facilities must submit to the RU Events team of the Development Office a written request, outlining the scope of the event, its purpose, and proposed participants.

If a request is approved, the RU Events team will inform the Non-University Group of the rental fees and the costs of custodial and security services. If food, audio/visual, or other services are requested, the Non-University Group must make arrangements directly with the University's providers of those services. Catering arrangements for all events must be made through the University's exclusive caterer, Great Performances. Further details regarding costs and arrangements may be obtained from the RU Events team of the Development Office.

The Non-University Group will be responsible for all costs associated with its use of University Facilities.

b. Insurance

A Non-University Group that wishes to hold an event at the University must provide insurance that meets the University's requirements, as set forth in the Contract for Use of Facilities at The Rockefeller University, which the Non-University Group will be required to sign. The Non-University Group must provide a certificate of insurance evidencing the required coverage to the Special Events Department *at least 10 business days* before the event.

c. Advertising and Event Promotion

All advertising, signage, and promotion related to any event held at the University, including use of the University's name and logo, must be reviewed and approved in advance and in writing by the Special Events Department. A Non-University Group, including one hosted by University Personnel, is not permitted to use or film the University's name, logo, or other identifying information without the Special Events Department's prior written consent. The University reserves the right to require a Non-University Group to cover the University's name, logo, or other identifying information.

d. Parking

The University does not provide parking on campus. Public parking may be available at nearby locations.

Approved by Executive Officers Group on July 17, 2006; as amended by Administrative Working Group on September 19, 2024

Appendix A

Definitions

1. **University Personnel:** (i) Academic appointees, graduate students, postdoctoral researchers and staff of The Rockefeller University, and (ii) University faculty members who are investigators of the Howard Hughes Medical Institute and their staff.
2. **Non-University Groups:** Organizations or institutions that are not affiliated with the University, even though some of the members or participants may be University Personnel or individuals with ties to the University (e.g., alumni, trustees, etc.).
3. **University Function:** An event convened for University purposes by the University or University Personnel and not on behalf of a Non-University Group.
4. **Non-University Function:** Any event that is held on behalf of a Non-University Group or that does not meet the definition of a University Function.
5. **University Facilities:** All facilities listed on Appendix B.

Appendix B

The following are University Facilities:

Abby Aldrich Rockefeller Dining Room
Abby Aldrich Rockefeller Reception Hall
Caspary Auditorium
Caspary Hall, Music Room
Cohn Library
Collaborative Research Center - Carson Family Auditorium†
Collaborative Research Center - Conference Rooms 102, 106, 302, 306, 502, 506†
- *Reserved for Smith and Flexner Laboratories from 9:00 a.m. – 2:00 p.m.*
Collaborative Research Center - Conference Rooms 202, 206, 402, 406†
- *No restrictions on room reservation to campus community.*
Kellen BioLink – East, Center, and West Rooms
110B Nurses Residence†
110 Rockefeller Research Building
Weiss 301
Weiss 305
SE Weiss Cafe/Lobby (must coordinate with HR)
Welch Hall - Allen R. Adler Room†
Welch Hall - Great Hall†
Welch Hall - Second Floor‡
Welch Hall Computer Training Center †

† This room is available only for University Functions.

‡ Use of this room is subject to approval of the University Librarian.