Introduction
Members of the Weill Medical College of Cornell University, New York Presbyterian Hospital and the Medical Center community may reserve the Faculty Room of the Medical College (A-126) for meetings directly related to the professional activities of Cornell University, the Medical College or the Hospital. Priority will be given to University and Medical College functions. Prior approval from the RASP Executive Office (A-128) is always required.

Non-Medical Center organizations may use the Faculty Room for meetings and events only if: (a) they are sponsored by a recognized campus organization or member of the faculty; (b) they are consistent with the purposes of the University and the Medical College; (c) they have prior approval from the administration. Interested parties should contact the RASP Executive Office, who will refer requests for reservations to the appropriate administrative official.

Facilities
A maximum of 50 people may be accommodated in the Faculty Room. The following facilities are available:

• A conference table is in place with 22 chairs around it; this conference table must not be moved.

• Additional seating is available for 28 along the sides of the room.

• A projection screen, blackboard, lectern, amplification system, and a dedicated air-conditioning system are available. During business hours, the RASP Executive Office can provide guidance in location and use of these. Audio-Visual equipment may be obtained from the Audio-Visual Department (746-6125).

• The coatroom adjacent to the vestibule of the Faculty Room contains a campus telephone (746-6003) which may be used for in-house, local or credit card calls.

Fees
There is normally no fee for the use of the Faculty Room. However, should any damage occur or cost be incurred for cleaning or correcting a problem caused by carelessness or misuse, a charge will be imposed.

Food and Drink
Only light refreshments may be served in the Faculty Room. This includes coffee/tea, sodas/ juices, and cheese/crackers/cookies. It does not include meals or hot foods. In all cases, the service of food must end by 9 p.m., even if your meeting continues past that
time. This will allow the maintenance staff to complete the clean up and vacuuming of the room before they leave for the evening. **It will be your responsibility to make arrangements for clean up, for removal of food, beverages, dishes, and for the disposal of garbage.** There is no food allowed on the rare occasion that a meeting is approved for a Saturday or Sunday.

**Regulations**

A member of the Medical College, University or Hospital staff designated by the organization making the reservation will be held responsible for the clean up of the room, vestibule, coatroom and kitchen. The group or office sponsoring the meeting will be held financially liable for any damage to these facilities or theft of property and will also be responsible for protecting the table from damage caused by heat or spillage.

**After the meeting, users must:**
- replace the chairs in order around the table and along the walls
- unplug electrical appliances and arrange for removal of audio-visual equipment
- clear the conference table of food, dishes, etc., and arrange for pick-up of these items with the caterer.
- arrange for disposal of refuse and vacuuming, if necessary, with Housekeeping (746-0630). Garbage receptacles should be placed in the kitchen or vestibule and not left in the conference room. Please note that if your meeting is after business hours, Housekeeping will clean and vacuum the room after the last meeting of the day. Therefore, we must ask that you leave the room at the scheduled end time of your meeting. Under these circumstances, you do not need to call Housekeeping.

**The designated responsible staff member must ensure that the room is ready for others to use within 30 minutes of the end of their meeting.**

The Medical College is not responsible for personal property left in the Faculty Room or adjacent areas.

Smoking is not permitted in the Medical Center.

We appreciate your cooperation and hope this notice will help us avoid any further restrictions on the use of the Faculty Room. **Violations of these rules will result in loss of privileges and responsibility for any costs involved in restoring the room for the next use. Future reservations for the Faculty Room will be denied.**

**Reservations**

A Reservation and Confirmation Form is attached. Reservations are normally accepted on a first-come, first-served basis. However, certain Medical College and/or University functions have priority over all other groups. Should it be necessary to cancel a
reservation, the Office of Research Administration will inform the appropriate contact person promptly.

**By phone:** Call Jonathan Rose in the RASP Executive Office at 746-5773 to determine room availability. A Reservation and Confirmation form will be faxed to you if the room is available and you may fax this back to us at 746-8116 for confirmation.

**By fax:** Fax your Reservation and Confirmation Form or departmental memo (with all required information) to Jonathan Rose at 746-8116. You will be phoned with availability information and then faxed the confirmation form.

**In person:** Stop by the RASP Executive Office in A-128. You will be asked to fill out the Reservation and Confirmation Form.
Faculty Room (A-126) Reservation and Confirmation Form

Meeting (title or purpose): ________________________________________________

Department or Organization: ______________________________________________

Number of Participants Expected: _____

Will food be served? _____ If so, what type? __________________________________

Date: __________________________ Time: _______________________
Date: __________________________ Time: _______________________
Date: __________________________ Time: _______________________
Date: __________________________ Time: _______________________
Date: __________________________ Time: _______________________

Designated Responsible Faculty Member, Staff Member or Organization Officer: 
(This person will sign below) ________________________________________________

Administrator/Secretary (if applicable): ____________________________________

Telephone: ___________________ Fax: ________________________

The designated individual named above is responsible for strict adherence to the 
Regulations listed in the Guidelines for Use of the Faculty Room (A-126). The 
department or organization named above is responsible for the repair of any 
damage to furnishings or equipment that occurs during the use of the room.

Signature ______________________ Date: ________________________

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Confirmed By: RASP Executive Office
Signature ______________________ Date: ________________________

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Cancelled By: RASP Executive Office
Signature ______________________ Date: ________________________

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