

Reservation Policies
Campus Center
Emerson Suites

The Emerson Suites are in extremely high demand on the Ithaca College campus for many special events each year. As a result, the suites are often not available when desired for various campus constituencies. Since the Emerson Suites are unique spaces on campus, have multi-purpose set-up and audio-visual capabilities and are in close proximity to catering facilities they are most appropriately used for the following types of events:

- Banquets and large receptions that are too large for the Clark or Klingenstein Lounges, IC Square or other rooms in the Campus Center.
- Large productions where substantial set-up and/or audio-visual services are required.
- Large meetings and speakers (when academic lecture halls are not large enough or available).

In order to facilitate the greatest opportunity for the Emerson Suites to be fully utilized by the campus community, the following guidelines and polices should be followed:

Emerson Suites Policies:

As with most facilities on campus, the Emerson Suites can be reserved for Ithaca College sponsored events 18 months prior to the date of the event. Events sponsored by external clients can be reserved 14 months prior to the date of the event. The purpose of this policy is to assure that Ithaca College sponsored events have the first opportunity to schedule facilities. Exceptions to this policy must be approved by the Director of Campus Life Services.

The Emerson Suites should not be used for classes or class presentations.

The Emerson Suites should not be reserved on a long-term recurring basis for weekly or bi-weekly meetings. Exceptions may be made by the Conference and Event Services office on a case-by-case basis when the Emerson Suites are an appropriate location for recurring meetings.

The Emerson Suites should not be reserved for more than 2 consecutive days for any one event (including rehearsals). Exceptions will be made on a case by case basis for appropriate programs (i.e. multi-day conferences, summer orientation, etc.).

The Emerson Suites should not be used for rehearsals unless it is for a production that is being held in the Suites. Rehearsals for productions being held in the Suites are limited to one rehearsal per event. All other rehearsals will be scheduled in other, more appropriate facilities.

The Emerson Suites should not be reserved for an entire day and night for any program unless necessary and approved by the Office of Conference and Event Services. The Scheduling Coordinator will reserve the appropriate set-up and tear-down time for each event in consultation with the client (generally three hours prior to and after each event).

If history indicates that the event being scheduled does not warrant use of the Emerson Suites (due to low attendance or inappropriate use), the Conference and Events Services office reserves the right to schedule an alternate, more appropriate facility.

The Emerson Suites are often reserved in anticipation of a program or speaker that is not yet confirmed. If there are other clients who later request use of the Emerson Suites on the date in question for a confirmed program, the Conference and Event Services Office will contact both clients to try and negotiate a date change. In these cases the existing (unconfirmed) reservation may need to be canceled or moved to allow space for the confirmed program. Whenever possible, the Conference and Event Services office will work to try and reserve an alternate date for the unconfirmed program/canceled reservation.

The Emerson Suites will only be reserved one time only per semester for blood drives. Possible alternative locations for additional blood drives include the Fitness Center, Terrace Dining Hall (etc).

Clients should cancel their reservations for the Emerson Suites in writing (to cesreservations@ithaca.edu) as soon as they know that their program is cancelled.

The Conference and Event Services office reserves the right to determine whether or not a program is appropriate for use of the Emerson Suites. If it is determined that the Emerson Suites are not appropriate, a more suitable location will be suggested and the Suites will not be reserved. It is the responsibility of the Conference and Event Services office to assure that the Suites are used appropriately in order to better meet the needs of all departments and organizations on campus.