

**Reservation Policies**  
**Campus Center**  
**Clark, Klingenstein and McDonald Lounges**

The Clark, Klingenstein and McDonald Lounges are in high demand on the Ithaca College campus for many special events each year. As a result, the lounges are often not available when desired for various campus constituencies. Since the Campus Center lounges 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 banquets, larger meetings with food and receptions (that are too small for the Emerson Suites).

The Clark, Klingenstein and McDonald Lounges are also the spaces on the main lobby of the Campus Center that are used for studying, and locations for faculty, staff and students to relax and congregate. In order to facilitate the greatest opportunity for the Campus Center lounges to be fully utilized by the campus community, the following guidelines and policies should be followed:

Clark, Klingenstein and McDonald Lounge Reservation Policies:

As with most facilities on campus, the Clark, Klingenstein, and McDonald Lounges 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 Campus Center lounges should not be used for classes or class presentations.

The Campus Center Lounges 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 a lounge would be an appropriate location for recurring meetings.

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

The Campus Center Lounges 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 two hours prior to and after each event).

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

The Campus Center lounges 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 lounges 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/cancelled reservation.

Clients should cancel their reservations for the Campus Center lounges in writing (to [roomres@ithaca.edu](mailto:roomres@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 Campus Center lounges. If it is determined that the Campus Center lounges are not appropriate, a more suitable location will be suggested and the lounges will not be reserved. It is the responsibility of the Conference and Event Services office to assure that the lounges are used appropriately in order to better meet the needs of all departments and organizations on campus.