

CVTI Events Space Policies



COST

Use of the CVTI Space is free for approved events. Any required cleaning or other event-service charges are the responsibility of the event organizers.

HOURS

The space is available **Monday to Friday, from 11 AM to 8 PM.**
Extended hours or weekend use may be approved on a case-by-case basis.

STAFFING

GS staff must be present for events with more than 30 attendees, events after 8 PM or on weekends, and any event serving alcohol.

SET-UP & BREAKDOWN

Event organizers are responsible for setup and breakdown. Any changes to the room arrangement must be approved by CVTI staff, and the space must be returned to its standard configuration after the event.

ALCOHOL

Alcohol requires prior approval and a University alcohol permit, which should be requested at least two weeks in advance.

FOOD & CLEANING

Events serving food require a post-event cleaning by Columbia Facilities, which costs approximately \$100.
A confirmation must be forwarded to CVTI.

>>> **Facilities Request**