

**Columbia Law School Policy on Space, Events, and Visitors
Fall 2021**

1. **Overview.** In accordance with relevant University policies, Columbia Law School seeks to create the conditions necessary for a vibrant intellectual and co-curricular life this fall, while also ensuring the health and safety of our community by maintaining the appropriate high threshold of vaccination among those entering our buildings.

2. **Jurisdiction.** This policy applies to all events, visitors, and spaces under the purview of the Law School, as well as to Law School events held off campus. This policy is effective for the Fall 2021 semester, beginning on September 9, 2021, and is subject to change in accordance with University public health policies and guidance.

3. **Events.** In-person events should be limited to members of the Columbia Law School community (i.e., Law School students, faculty, and staff).

	CLS Affiliates Only	Non-CU Speakers	Non-CU Attendees
Scheduled class sessions	Permitted	Virtual unless deemed necessary and approved by the Dean's Office	Virtual only
Co-curricular programs (e.g., professional development events, panels) and non-class academic activities	Permitted, with capacity limits according to COVID-19 Monitoring Plan	Virtual only	Virtual only
Galas, student extra-curricular events, and social gatherings	Permitted, with capacity limits according to COVID-19 Monitoring Plan	On campus: Virtual only Off-campus: Virtual unless deemed necessary and pre-approved by Law School (limit of three per event)	Virtual only
Faculty, research, and administrative meetings	Permitted, with capacity limits according to COVID-19 Monitoring Plan	Virtual only	Virtual only

Faculty conferences, symposia and Law School-sponsored alumni events	Determined according to COVID-19 Monitoring Plan	Virtual unless granted an exception by the Dean's Office and President's Advisory Task Force on COVID-19	Virtual unless granted an exception by Law School and President's Advisory Task Force on COVID-19
Non-Columbia events	Not Permitted		

- a. **Guest Speakers in Classes:** Faculty may invite non-affiliated guest speakers to attend/speak during a scheduled class session on campus if their in-person presence is deemed necessary to the course. The default protocol should be for guest speakers to attend virtually. All external speakers must be pre-approved by the Dean's Office (see below).
- b. **Guest Speakers in Non-Class Settings:** In accordance with University guidelines, guest lecturers or speakers in non-class settings (e.g., panels, co-curricular, and employer recruitment events convened by administrative offices or student organizations) should participate virtually during the fall semester. With prior Law School approval (see below), faculty appointments chairs may invite job candidates to visit the Law School and deliver a job talk in person.
- c. **External Attendees:** To the extent that organizers wish to include external attendees, provisions should be made for them to participate virtually—e.g., by convening the event in either a fully virtual or hybrid format. The University anticipates that events and conferences that include attendees from outside the Columbia community will remain virtual during the fall semester.
- d. **Off-campus Events:** To protect the health and safety of our community, off-campus events must adhere to the same access protocols as if the event were to be held on campus.
 - i. Event organizers are responsible for communicating the University's protocols to attendees, and for monitoring compliance. This includes obtaining a guest list and checking CUIDs upon entry.
 - ii. The Law School will not execute any event contracts or remit any non-refundable payments to external venues without the necessary pre-approval.
 - iii. On a limited basis, and only after obtaining Law School pre-approval, student organizations may invite up to three guest speakers to

attend/speak at an off-campus gala or extra-curricular event if their in-person presence is deemed necessary.

e. **Other Event Limitations.** In order to prioritize access to on campus space for academic and student co-curricular activities, the following additional policies will be in effect:

- i. Student organizations and administrative offices may schedule one student event per week. Additional events within the same week will require pre-approval.
- ii. Law School research centers and programs will not be permitted to hold events on campus prior to October 3, 2021. Beginning on October 4, 2021, research centers and programs may not hold more than two student events per month. Additional events will require pre-approval.

f. **Obtaining Pre-Approval.**

- i. Pre-approval is required for all visitors accessing Law School buildings, including the specific cases outlined below. Organizers must complete the [Law School Event Pre-Approval Form](#). Please note that requests will be addressed in the order in which they are received.
 1. Instructors wishing to invite external guest speakers to a class session should submit a request at least seven days prior to the scheduled class session.
 2. Requests for faculty-sponsored conferences, research symposia, and other academic events involving non-affiliates must also be approved by the Dean's Office and the President's Advisory Task Force on COVID-19 and must be submitted at least 30 days prior to the scheduled event.
 3. Student organizations seeking to host an off-campus conference, gala, or social gathering may seek approval for up to three external guest speakers (more than three external guest speakers at a single event is not permitted). Such requests must be submitted at least 30 days prior to the scheduled event.
 4. Clinics seeking to host client meetings on campus should submit a request as soon as is practicable and at least 48 hours in advance of the proposed meeting.

- ii. Please DO NOT use the pre-approval form to seek approval for events or guest speakers that are not permitted (e.g., guest speakers at lunchtime panel discussions, employer gatherings, administrative office or research center events with external speakers)
- iii. Any external guest accessing the Law School campus for more than three days per semester will be required to submit proof of vaccination in order to obtain a guest pass.
- g. Questions regarding the pre-approval process should be directed to [Student Services](#) (for student organization events) or to [Michael Patullo](#) (for faculty, research, and administration events).

4. Protocols for approved external guests accessing campus:

- a. Organizers/instructors are responsible for ensuring that approved external guests are aware of and in compliance with all University health and safety requirements, including masking.
- b. External guest speakers must present a paper symptom attestation and a Law School guest access pass to the Public Safety officer located at the entrance to Jerome Greene or William and June Warren Hall. Guest passes will be provided to the organizer/instructor once pre-approval is granted by the Dean's Office.
- c. If it is necessary for any visitor to access campus more than three times during the semester, proof of vaccination must be provided.

5. Food and Beverages. Food and beverages will be permitted in accordance with the University's [Event and Gathering Guidance](#). Approved caterers and other external service providers will need to complete a paper symptom attestation in order to access campus buildings. Individuals ordering food to be delivered to the Law School should continue to meet drivers outside campus buildings.

6. Law School Space Allocation & Room Reservations.

- a. **Space Allocation.** In line with [University policy](#), Law School classroom and seminar room space will be allocated according to activity type. When competing demands arise, space will be permitted in the following order of priority:
 - i. **First Priority:** Scheduled Law School class sessions
 - ii. **Second Priority:** Review/TA sessions, faculty meetings and workshops, other non-class academic activities
 - iii. **Third Priority:** co-curricular events and activities sponsored by administrative offices or student organizations

- iv. **Fourth Priority:** Administrative meetings
 - v. **Fifth Priority:** Non-Law School events and meetings
- b. **Room Reservations.** Members of the Law School community will be able to book rooms for the fall semester according to the following schedule:
- i. August 17-24: Dedicated period for faculty and administrative offices
 - ii. August 27- September 2: Dedicated period for student organizations
 - iii. September 7: Room Reservations system opens for all
- c. **Available Rooms.** A limited number of Law School rooms will be available for events requiring a hybrid format. These rooms will be booked based on availability and according to the allocation priority order listed above.
7. **University Policies.** The Law School will abide by all relevant policies put in place by the University, including the [Event and Gathering Guidance for Fall 2021](#).