

# JOHNSON SCHOOL SPACES

Fall 2021 (updated Nov. 10, 2021)

[gm-roomrequests@cornell.edu](mailto:gm-roomrequests@cornell.edu)

BUILDING	ROOM	(standard set-up)		FOOD &	F&B	ROOM TYPE
		SEATED	STANDING	BEVERAGE?	MAX	
Breazzano	LL0040 (Lower Level Atrium)	56	100	Yes*	75	Flat Meeting Room
Breazzano	LL23	90	n/a	No	n/a	Tiered Classroom
Breazzano	10040 (First Floor Lobby)	27	100	Yes*	75	Flat Mixed Seating
Breazzano	103 (Business & Community Room)	48	n/a	Yes*	36	Flat Meeting Room
Breazzano	123	90	n/a	No	n/a	Tiered Classroom
Breazzano	221	75	n/a	No	n/a	Tiered Classroom
Breazzano	223	75	n/a	No	n/a	Tiered Classroom
Breazzano	302 (Boardroom)	15	n/a	Yes*	11	Conference Room
Breazzano	321	45 (9 pods)	60	Yes*	45	Flat Seminar Room
Breazzano	323	45 (9 pods)	60	Yes*	45	Flat Seminar Room
Breazzano	321 & 323 (with wall raised)	90 (18 pods)	120	Yes*	90	Flat Seminar Room
Sage Hall	B01	89	n/a	No	n/a	Tiered Classroom
Sage Hall	B05	79	n/a	No	n/a	Tiered Classroom
Sage Hall	B06	62	n/a	No	n/a	Tiered Classroom
Sage Hall	B08	92	n/a	No	n/a	Tiered Classroom
Sage Hall	B09	122	n/a	No	n/a	Tiered Classroom
Sage Hall	B10	59	n/a	No	n/a	Tiered Classroom
Sage Hall	B11	59	n/a	No	n/a	Tiered Classroom
Sage Hall	10045 (Dyson Atrium)	195	500	Yes	375	Flat Mixed Seating
Sage Hall	102 (Atrium Café/Dining)	30	n/a	Yes	23	Flat Dining Room
Sage Hall	104 (Ramin Parlor)	50	50	Yes	30	Flat Meeting Room
Sage Hall	127	15	n/a	Yes	11	Flat Seminar Room
Sage Hall	131	18	n/a	Yes	14	Flat Seminar Room
Sage Hall	134	18	n/a	Yes	14	Flat Seminar Room
Sage Hall	135	12	n/a	Yes	9	Flat Seminar Room
Sage Hall	141	48	n/a	Yes	36	Tiered Classroom
Sage Hall	301	75	100	Yes	75	Flat Mixed Seating

\*Full service catering required in Breazzano (no drop-offs/deliveries)

rhv2 | 11/9/21

## **Johnson School Event Planning Guidelines**

<https://johnson.campusgroups.com/admin/club-events/>

**To request space in Sage Hall or Breazzano, email**

[gm-roomrequests@cornell.edu](mailto:gm-roomrequests@cornell.edu)

**With the following information:**

- a. Name of sponsoring club/department
- b. Title of the event
- c. Date(s) and time(s) of event(s)
- d. Exactly how long you need the room...being sure to allow adequate time for set-up and clean-up, especially with catered functions.
- e. Number of people expected. You must ensure that accurate attendance is tracked in CampusGroups and that you do not exceed the capacity of the space you are in. NOTE: all off-campus guests must provide proof of vaccination.
- f. Responsible person with email address
- g. Do you plan to serve food or beverage? If yes, describe what and how it will be served. Are you hiring a caterer; having pizza/sandwich delivery, etc.?
- h. Will any alcohol will be served? If YES, please indicate which licensed caterer will be serving the alcohol.

*If not hiring a caterer to serve alcohol (sometimes allowable for events with 50 people or less), please answer the following:*

- 1) What types of alcohol, and how much of each will be served?
  - 2) What types of food, and how much of each will be served? (NOTE that food is required when serving alcohol)
  - 3) How do you plan to control the service and consumption of alcohol?
- i. Which space you want (preferably with an alternate)
  - j. A/V requirements, especially noting if Zoom will be used.