

POLICY

External Rentals and Public Programs



I. Scope and Purpose

The Cooper Union for the Advancement of Science and Art (“The Cooper Union” or the “College”) maintains a longstanding commitment to advancing education, civic discourse, and creative inquiry in alignment with its founding mission and the enduring ethos of Peter Cooper. In support of this commitment, all uses of campus space, whether through external rentals or public programs, are expected to align with the College’s mission and contribute to the intellectual, cultural, or educational life of its community.

This policy is intended to govern institutionally sponsored public programs and external rentals and is not intended to govern faculty-led or student-led programming. Faculty-led and student-led activities remain subject to all applicable College policies and any school-, faculty-, department-, or program-specific policies, procedures, and approval requirements. To the extent such activities involve external rentals or institutional public programming covered by this policy, they must also comply with its requirements.

II. Definitions

- i. Public Programs: free events presented by the College, either independently or in collaboration with external partners, which advance topics relevant to its academic schools, programs, archives, and broader community. These programs may be supported by general operating resources, donor funds, or co-produced partnerships.
- ii. External Rentals: revenue-generating uses of space by outside organizations. While not produced by the College, such uses are reviewed to ensure general consistency with the College’s mission.
- iii. Faculty Led Programming: Activities initiated and led by College faculty in their capacity as an employee of the institution, including but not limited to courses, workshops, lectures, symposia, exhibitions, performances, research presentations, and community-engaged projects.
- iv. Student Led Programing: Activities initiated and led by currently enrolled students or recognized student groups in support of the educational and community life of the College. Student-led programming may include, but is not limited to, exhibitions, workshops, symposia, screenings, competitions, and other approved events.

III. Policy and Procedures

Booking/Availability of Space

The use of program/event space, primarily the Great Hall and the Frederick P. Rose Auditorium but also including all other potential program space, is reserved in accordance with these three priorities:

1. Academic use
2. Institutional use
3. External rentals

Considerations

To ensure all public programs and external rentals align with The Cooper Union's mission and institutional priorities, events are coordinated across academic and administrative leadership. While schools and centers lead their own program development, any events or rentals require approval from the **relevant Senior Leadership body**.

In accordance with our commitment to academic freedom and open inquiry, The College does not evaluate or approve programming based on the viewpoints expressed, provided they comply with the law and institutional policies.

Operational Consultation and Notification

The approving office shall consult with Campus Safety, Facilities, and the Office of Communications to evaluate the operational feasibility, security requirements, and resource needs of any proposed program. Once an event is approved, relevant administrative units will be notified to ensure seamless campus coordination.

Additional Approval Guidelines

The Cooper Union supports the free exchange of ideas and the promotion of campus events. The College does not evaluate or approve programming based on viewpoint, except as required to comply with law and institutional policy. However, in no case shall any campus event promote threats, discrimination, harassment or hate speech, as defined by applicable law and Cooper Union policy, or otherwise pose a material risk to the safety or operations of the College. Consequently, the use of Cooper Union facilities for a program or rental does not constitute an institutional endorsement of the viewpoints expressed by participants.

IV. Enforcement

Noncompliance with this policy, associated procedures, or related agreements may result in the denial, modification, or cancellation of an event or reservation, suspension of facility use privileges, assessment of costs, or other appropriate administrative action. The College reserves the right to deny or terminate the use of space as necessary to protect the safety of the

community, comply with applicable laws and policies, and support institutional operations and mission.

V. Related Policies, Laws, and References

- Campus Safety and Security

Approved July 17, 2026