Events at the A.D. White House

Events at the A.D. White House must be scheduled at least two weeks in advance. Priority for use of the A.D. White House is given to the Society for the Humanities, administration and academic departments within the College of Arts and Sciences, and the central administration at Cornell University.

Rental fees apply. Your event will be assigned a rental fee based on the duration of the event.

**Times we accommodate events** while classes are in session:
- Mondays - Thursdays: 4:30 - 10 p.m.
- Fridays - Saturdays: 8:00 a.m. - 10:00 p.m.
- Sundays: please inquire for availability

When classes are not in session (i.e. mid-December) and during semester breaks (i.e. Fall Break, Spring Break), we may be able to accommodate events during business hours, but we cannot accommodate events during evenings or weekends. The A.D. White House is closed any time the University is closed (holidays).

**Capacity:**
- Total capacity: the entire A.D. White House event space is subject to a capacity of 150 people total, including events using the outdoor spaces.
- Lectures: the Guerlac Room can comfortably hold up to 50 people
- Seated meal in the dining room: up to 18 guests
- Seated meal in room 110: up to 40 guests (up to 32 fit more comfortably - 4 tables with 8 guests each)
- Standing receptions: we recommend no more than 80 guests for a comfortable reception

**Food and beverage:**
- Full service caterers are recommended for catered events. The A.D. White House staff does not provide any food or beverage set-up or clean-up.
- Your event will be subject to University policy in regard to food service and alchocol. You will be asked to submit a University event registration form for any catered event.

**Accessibility:** starting in Fall 2017, the A.D. White House will have an accessible entrance at the back of the building, as well as an accessible restroom on the ground floor.

We are sorry, but the A.D. White House cannot accommodate art installations, film shoots, photo shoots, theatrical productions, or fraternity or sorority social events. Private events such as wedding receptions are only scheduled during the summer months as availability allows. Contact Sarah Hennies for more information.

**Questions?** Contact Sarah Hennies, Events & Building Coordinator, at slh286@cornell.edu or (607) 255-4725.
Guerlac Room (generally used for lectures, conferences, and presentations)

- No food or drink allowed in this room (the only exception is water for presenters).
- ADW staff provides chair and A/V set-up for this room.
- 45 chairs available; usually set up in rows facing the podium for lectures and conferences.
- Panel discussion table can be provided; this is a folding table covered with a tablecloth.
- A/V equipment available: wired microphone at podium, wireless microphone with table stand, projector and projection screen, Mac laptop.
- Musical performances allowed. Dance parties not allowed.
- Piano tuning available upon request (cost of tuning will be added to rental fee; must give generous advance notice and depends upon availability).
- Rug and piano cannot be moved. Antique furniture around perimeter of room should not be rearranged.
Rooms 109 & 110 (generally used for seminars or seating for meals)

- Room 109 contains four 30x84” tables on casters. Room 110 contains eight 30x60” tables. There are 44 chairs on casters between these two rooms.
- By default, these rooms are set up as classrooms with tables arranged as one long table in center of room (this arrangement seats 16 in 109 and 20 in 110).
- You and/or your caterers may rearrange classroom tables and chairs and may cover tables with linens for meals. If these rooms are rearranged, you and/or your caterers must return them to their default formation at the end of your event.
- Chalkboards can be removed from these rooms upon request. Antique furniture should not be moved.
- Room 110 is equipped with two A/C window units.
- These rooms do not have built-in A/V systems, but projectors may be set up on the tables. Projection screens are located in the bay windows.
**Dining Room and Conservatory** (generally used for receptions or small seated meals)

- Dining room table must be covered with table pads (provided) and linens (not provided).
- By default, dining room table is 60x60". Eight 12"-wide leaves are available to expand dining room table.
- Up to 18 guests can be seated around dining room table (wooden dining chairs provided). ADW staff will provide set-up of dining room table and chairs for seated meals upon request. Your caterers should assist in breaking down the table and moving chairs at end of event.
- Dining room also contains a sideboard and a small octagonal table in the bay window. It’s fine to use these tables for food or beverage set-up.
- Conservatory table measures 35x109".
- After events, caterers should wipe any tables that were not covered with linens, and clean any food spills. Any small garbage bins that are full should be emptied into large garbage can in kitchen.
Patio and Garden
• ADW does not provide any outdoor tents, furniture or sound equipment.
• If you plan to install a tent or outdoor furniture, Sarah must be notified of installation and removal times. Tents require a tent permit from the City of Ithaca, and are subject to NYS fire code capacity limitations. Please ask Sarah for more information if needed.
• Tents and furniture may be set up on lower patio area only. No set-up allowed in upper garden area (above the small stone wall). Any games that would damage the lawn are prohibited.

Kitchen
• The kitchen has a stove, oven, sink, counter space, and large refrigerator available for your caterers.
• Please do not use any kitchen supplies found in the kitchen, as they are the property of the Society for the Humanities. Likewise, food, beverages, coffee and tea bags found in the refrigerators or on the counter should not be consumed. If you wish to take leftovers home from your event, you must provide your own containers.
• After an event, caterers should wipe up any food spills in the kitchen. No food should be left on counters. Any unwanted food should be disposed of in the kitchen garbage can. ADW staff will take out the garbage.