



University of Connecticut Health Center

POLICY NUMBER 2002-50

September 1, 2002

POLICY: UCHC COMMON SPACE USE POLICY

POLICY STATEMENT:

To address the eligibility/priority for reserving common space located on the UCHC campus and the use by outside groups.

ELIGIBILITY:

Any group requesting to use the University of Connecticut Health Center's facilities must be identified as one of the following user groups.

- UCHC Administrative Departments
- UCHC Medical/Dental Schools
 - * Undergraduate and Graduate teaching groups
 - * Continued medical/dental education activities
 - * Registered student groups with the Office of Student Affairs
- Clinical departments and research groups of UCHC
- Groups sponsored by the University of Connecticut or Health Center i.e., UCHC Auxiliary, Health Center Advisory Council, and employee unions.
- Government Agencies (local/state/federal)
- Outside non-profit organizations provided they are sponsored by an official component (Department Head) of UCHC. Must be approved prior to booking.

The Health Center will refuse space to any organization that does not comply with UCHC's policy as specified under the **General Regulations for Events**, for activities that compete with those of the University or the Health Center, or when there is a reasonable threat to public safety. Space usage for individual or personal use is not permitted. In cases where multiple requests for a given space are received simultaneously, scheduling will be arranged on a priority basis. The Chief Administrative Officer, in consultation with the Associate Vice President, Communications, will make the final determination. The office of the EVP reserves the right to bump any group to accommodate any activity in the best interest of the UCHC.

OUTSIDE VENDORS:

All **fundraising sales** must benefit and be sponsored by the Health Center, or the University. Appropriate documentation must be attached which outlines the types of goods being sold and the price range.

Information displays by outside non-profit organizations or Health Center vendors are permitted when they meet the provisions of this policy and are sponsored by the Health Center or organizations affiliated with the Health Center or University. All such space requests must first be submitted to Facilities Management for approval.

Sales and information displays are only allowed in the Cafeteria Alcove, Academic or the Keller Lobby, with the exception of the Auxiliary Holiday Bazaar and May Market, which will be permitted to use the Hospital Lobby. No additional sales or information displays will be allowed in the Cafeteria Alcove on Wednesdays, when this area is reserved for the Thrift Shop and the University Health Professional union.

Educational (books, medical and dental supplies) vendor sales will be permitted in the Academic and ASB lobby only.

PROCEDURE FOR RESERVING SPACE:

1.) The following common use rooms are reserved through Facilities Management. Availability may be accessed on the UCHC website www.uchc.edu under Conference Room Scheduling.

- **Academic Lobby**
- **ARB Large Conference Room (EG-013)**
- **ARB Small Conference Room (EG-052)**
- **Building D (ASB) Ground Floor Sides A & B**
- **Building D (ASB) Lobby**
- **Cafeteria**
- **Cafeteria Lobby**
- **Center Courtyard**
- **Faculty/Staff Dining Room (next to Cafeteria)**
- **Facilities Management Room A**
- **Facilities Management Room B**
- **Keller Auditorium & Lobby**

To place a tentative hold on a room you must call X2127. Please note that your function will be tentatively reserved at that time, until Facilities Management receives a completed Room Scheduling Form. (Forms must be received within 2 days upon hold.) **NOTE: Bookings may not be scheduled more than one (1) year in advance.** Facilities management will monitor and initiate corrective action for any excessive or overbooking. Mail Completed Room Scheduling Request Form to Facilities Management, MC-1020 or FAX to X8710. (Request will not be processed without FRS coding.) ????? All requests for space for fundraising sales must include the name of the department or organization sponsor. The department head must sign all request forms. Also if you are requesting a special set up, a diagram should be forwarded along with the form. When the completed request form is received, Facilities Management will issue a confirmation and/or number (if a Room Setup is required) confirming the room has been booked per the requester's request. Reservations are NOT confirmed until this confirmation Is Issued On-Line by the Department of Facilities Management. <http://www.uchc.edu>. This confirmation number is to be used when referencing the request.

- 2.) **Link Room** – to make a reservation for the Link Room, contact Video Communications Department at (860) 679-2119.
- 3.) **Blue & Patterson Auditorium** – To make a reservation for the Blue or Patterson auditoriums during normal school hours, contact Education Support Services at (860) 679-3513, (860) 679-8186, or (860) 679-3514. To make a reservation for the Blue or Green auditoriums during non-school hours, contact Facilities Management at (860) 679-2127 or (860) 679-2125.

NOTIFICATION OF CANCELLATION TO ATTENDEES:

It will be the responsibility of the sponsoring organization to notify all attendees of the cancellation. Cancellations are posted on <http://www.uchc.edu/hc/closings> or by calling the Health Center's operational status hotline at 860-679-2001. Please contact the Office of Communications if a "Broadcast" message is needed for this cancellation. The Dept. of Facilities Management will not be responsible for any expenses incurred by a sponsoring organization or its attendees for an emergency closing.

GENERAL REGULATIONS FOR EVENTS:

The following general regulations will apply to all users and to any of the facilities of the Health Center.

- The sponsoring organization shall be responsible for any and all damages that may incur to the facilities during the event and shall take full financial responsibility for the restoration and/or replacement of such losses.
- The sponsoring organization shall be responsible for required housekeeping services. It is in the organization's best interest to leave the area as clean as possible.

REFRESHMENTS:

If refreshments are to be served, the sponsoring organization is responsible for making the necessary arrangements with the Dietary Department at 679-2803. (Food services of any type from outside the UCHC are NOT permitted.) Attendees may not use the cafeteria from 11:45 am to 12:45 p.m.

ALCOHOL:

The University of Connecticut Health Center Alcoholic Beverage Policy must be strictly adhered to for any event where alcoholic beverages will be served. The use of alcoholic beverages (beer and wine only) is allowed only after 4:30 p.m. Monday through Friday and only in the permitted areas. Adherence to the policy is the responsibility of the Sponsoring Organization. Food and an alternative beverage must be provided.

SMOKING:

Smoking is not permitted inside of any of the buildings at the UCONN Health Center.

A/V EQUIPMENT:

All necessary Audio/Visual equipment must be ordered from Video Communications at 679-2119. If Blue or Patterson Auditorium Audio/Visual equipment is needed you must contact Educational Technology at 679-2603. It is the responsibility of the Sponsoring Organization to book equipment. There is no charge for the Audio/Visual equipment permanently located in a meeting room.

SIGNAGE:

Directional signage is available through the Biomedical Communication Services dept. (BMCS) at 679-2433. All signage must be approved by Communications at 679-1695. It is the responsibility of the Sponsoring Organization to have signs made, approved, setup and removed after the meeting.

POSTERS:

All notices are to be posted on designated bulletin boards or on easels in Academic, Keller, and Cafeteria lobbies. Notices must NOT be posted in any patient care areas including physicians' offices and student dental clinics, the hospital lobby, patient elevator areas and the cafeteria area; Notices must not be posted in any elevator or in elevator lobby; Notices should not be posted on painted surfaces. 27/7 housekeeping staff will remove any notice, which is otherwise posted, immediately.

PARKING:

If attendance will exceed 25 people and begin before 5:00 p.m., the Sponsoring Organization must arrange shuttle bus services, if applicable, with the Motor Pool Division of Property Administration at 679-1960 or 679-1955. Shuttle Lot 3 (near Red Cross Building) MUST be used for parking. Shuttle bus services are not required and any visitor lot may be used if: 1) Event starts after 5:00 p.m. or 2.) Event is scheduled for a weekend.

Daniel J. Penney (signed)

8/20/02

Associate Vice President, Facilities Management

Date

Peter Deckers, M.D.(signed)

9/4/02

Executive Vice President for Health Affairs

Date

Reference:

02-013 Smoke Free Environment (JDH Administrative Manual)

Emergency Closing Policies – (Human Resources- Public folders)

Function Booking Sheets (Food & Nutrition –Public folders)

Room Scheduling Request Form (Facilities Management – Public folders)

7/2/02

Replaces: NEW POLICY