

UConn HEALTH

POLICY NUMBER 2002-50

December 10, 2013

POLICY: UCONN HEALTH COMMON SPACE USE POLICY

PURPOSE:

This policy defines the eligibility and procedure for reserving common space located on the UConn Health campus and UConn Health properties. In addition, the policy provides guidelines and procedures regarding the appropriate use of UConn Health Common Space that reflects the Health Center's commitment to providing a working and learning environment and that invites and welcomes discourse. Such discourse will be characterized by free expression and exchange of ideas in a manner consistent with UConn Health's mission and operations.

The policy applies to all common spaces at UConn Health and is applicable to all users including outside groups.

POLICY STATEMENT:

Eligibility

Any group requesting to use the UConn Health's facilities must be identified as one of the following user groups:

- UConn Health Administrative Department
- UConn Health 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 UConn Health
- Groups sponsored by the University of Connecticut or Health Center i.e., UConn Health Auxiliary, Health Center Advisory Council, and employee unions.
**All fundraising sales must in part benefit and be sponsored by UConn Health, or the University*
- Government Agencies (local/state/federal) or their representative
- Outside non-profit organizations - provided they are sponsored by an official component (Department Head) of UConn Health. Sponsorship approval must be in place prior to booking.

UConn Health will refuse space to any organization that does not comply with UConn Health's policy as specified under the **General Regulations for Events** section of this policy, for activities that compete with those of the University or the Health Center or are contrary to the mission of UConn Health, or when there is a reasonable threat to public safety. Space usage for individual or personal use is not permitted. Bookings may be requested a maximum of 1 year and a minimum of 1 month prior to the function taking place. 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 Vice President for Health Affairs reserves the right to bump any group to accommodate any activity in the best interest of the UConn Health.

General Regulations for Events

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

- a. All organizations or groups using UConn Health space must adhere to relevant UConn Health policies and procedures:
 1. [Rules of Conduct](#) - #2002-03
 2. [Communication with External Media](#) – University Wide
 3. [Broadcast Message Policy](#) - #2007-11
 4. [Workplace Violence Policy](#) - #2004-07
 5. [Compliance Expectations and Goals](#) - #2003-35
 6. [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#)
 7. [Affirmative Action, Non-Discrimination and Equal Opportunity](#) - #2002-44
 8. [Alcoholic Beverage Sales and Service Policy](#)
 9. [Smoke & Tobacco Free Environment](#) - #2010-02
 10. [Sponsorship Policy, Guidelines, and Approval](#) – #2015-09

- b. Individuals or groups organizing, attending, participating and/or present at activities or events occurring on and/or within UConn Health space must not:
 1. Interfere with the orderly operation of UConn Health.
 2. Create the risk of imminent or actual physical danger
 3. Threaten physical violence, or harassment
 4. Cause destruction of UConn Health property
 5. Interfere with the presentation of the invited group or individual
 6. Destroy or remove materials supporting the event or activity

- c. Any activity or event that fails to meet these general regulations guidelines will be not be permitted to use UConn Health common space.

- d. 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 room shall be left in a clean and orderly manner.

Sales and Information Displays

All such space requests must first be submitted to Facilities Management & Operations (FM & O) for approval, subject to the following:

- a. Sales and Information Displays by outside non-profit organizations or UConn Health vendors are permitted when they meet the provisions of this policy, are sponsored by the UConn Health or organizations affiliated with UConn Health or the University, and are only allowed in the

Cafeteria Alcove (opposite elevators #24 #25), the Academic Entrance, the Keller Lobby, or the Munson Cafeteria, with the exception of the Auxiliary Holiday Bazaar and May Market, which may be permitted to use the Main Lobby.

- b. Only Education Vendor sales (books, medical and dental supplies) will be permitted in the Academic Lobby.

Directional and Informational Signs:

Directional and informational signage is available through the Biomedical Communication Services Department at 679-2433. All signage must be approved by the Communications Department at 679-4864. It is the responsibility of the sponsoring organization to have signs made, set up, and removed at the end of the scheduled meeting. Signage must be official. No impromptu signs are allowed.

Posters:

All posters are to be posted on designated bulletin boards or on easels at the Academic building entrance, Keller Auditorium, or cafeteria lobbies. The cafeteria lobby area posting is identified as the immediate alcove area on the main floor level of the F Building opposite elevator numbers 24 and 25. Posters shall NOT be displayed in any patient care areas including physicians' or dentists' offices, student dental clinics, the hospital lobby, patient elevator areas and the cafeteria/food court areas. Posters shall not be posted on painted or glass surfaces, bathrooms, in elevators, or other public areas. Housekeeping and facilities management staff are authorized to remove any posters, which are otherwise posted immediately.

PROCEDURE FOR RESERVING SPACE:

Approval Procedure

To ensure that UConn Health common space use is consistent with relevant policies and guidelines all requests for events and activities to be held on or within UConn Health common space must follow these steps:

- a. Request to use common space must be made using the Room Scheduling Request Portal. The Room Scheduling Request Portal is accessed from the main UConn Health website under "Faculty Staff" and the subheading "Conference Room Scheduling". Also refer to the FM&O procedures.
- b. When the UConn Health sponsoring entity wants to bring in an outside speaker or group, the Room Scheduling Request Form will be submitted by the room scheduler to the Chief Administrative Officer (CAO). Such requests will be submitted at least 1 month prior to the date of the event, the CAO will communicate a decision in writing to the listed contact person and the room scheduler.
- c. The Space Management Committee will be available as a resource to assist the CAO or any other approving authority in responding to requests for space use. This committee will also be available to advise in instances where decision regarding use of common use and academic space (e.g. Multi-disciplinary Labs and auditoria) are questioned.
- d. In instances where an appeal to the CAO decision cannot be resolved, the Executive Vice President of Health Affairs (EVPHA) office makes the final decision regarding use of space.
- e. Applicable UConn Health grievance procedures will apply in cases where the final decision of the EVPHA is contested.

- f. FM&O will monitor and advise the CAO of excessive or overbooking activities. The CAO may limit department bookings of multiple days for the same event.
1. The following common use rooms are reserved through FM&O. Availability may be accessed on the UConn Health website <http://health.uconn.edu/> under Conference Room Scheduling.
 - **Academic Lobby**
 - **ARB Large Conference Room (EG-013)**
 - **ARB Small Conference Room (EG-052)**
 - **Cafeteria**
 - **Cafeteria Lobby**
 - **Center Courtyard**
 - **Onyiuke Dining Room (next to Cafeteria)**
 - **Keller Auditorium & Lobby**
 - **Medical Arts & Research Building (MARB) Lobby**
 - **Munson Road Café**
 2. **Low Learning Center** (Max Cap 70) – to make a reservation for the Low Learning Center, contact Video Communications Department at (860) 679-2119.
 3. **Massey & Patterson Auditorium** – To make a reservation for the Massey or Patterson auditoriums during normal school hours, contact Educational Support Services at (860) 679-3513, (860) 679-8186, or (860) 679-3514. To make a reservation for the Massey or Patterson auditoriums during non-school hours, make reservation requests through the FM&O Room Scheduling portal.

References:

[Emergency Closing Policy – #2001-02](#)

Food & Nutrition Website – Catering Orders

Facilities Management & Operations Website – Conference Room Scheduling Request Information

Cliff Ashton (Signed)

1/10/04

Cliff Ashton
Associate Vice President for Facilities
Management and Operations

Date

Carolle Andrews (Signed)

1/10/14

Carolle Andrews
Chief Administrative Officer

Date

Revised: 10/1/05, 12/21/10, 03/16/12, 12/10/13