

- Government agency (local/state/federal) or a government agency's representative
 - Outside non-profit organization sponsored by an official component (Department Head) of UConn Health. Sponsorship approval must be in place prior to booking.
2. UConn Health shall reserve the right to deny use of UConn Health Common Space to any organization if the activity:
 - a. Competes with those of the University of Connecticut or UConn Health;
 - b. Is contrary to the mission of UConn Health; or
 - c. Poses a reasonable threat to public safety.
 3. UConn Health shall not permit individual or personal use of UConn Health Common Spaces.
 4. All organizations or groups using UConn Health Common Space shall adhere to relevant UConn Health policies and procedures.
 5. UConn Health shall prohibit any entity whose event or activity violates regulations, laws, and/or applicable from using UConn Health Common Space.
 6. In instances where multiple requests for the same UConn Health Common Space overlap, scheduling priority shall be given based on a predetermined order with the Chief Administrative Officer or delegate making the final decision. The Office of the CEO/ Executive Vice President for Health Affairs shall reserve the right to adjust scheduling to accommodate activities to serve the best interest of UConn Health.
 7. UConn Health shall hold the group or sponsoring organization using the UConn Health Common Space responsible for any damages incurred during the event, and the group or sponsoring organization shall bear full financial responsibility for restoration or replacement costs.

DEFINITIONS

UConn Health Common Space: Areas available for use by more than one department or unit, including those managed by UConn Health Parking, Transportation, and Event Services, classrooms managed by the Office of Medical Education, and conference rooms managed by UConn Medical Group, as well as all other public areas in UConn Health-owned or leased buildings and all outdoor areas on UConn Health-owned or leased property.

ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

PROCEDURES

Submit reservation requests up to six (6) months in advance by using the [Room Request Form](#). For additional information and guidance, review the [Room Scheduling](#) website or contact roomscheduling@uchc.edu.

RELATED DOCUMENTS

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

REFERENCES

[Room Scheduling](#)
[Room Scheduling Users Guide](#)

APPROVAL:

Bruce Liang, MD (Signed)
Bruce Liang, MD, FACC
Interim Chief Executive Officer, UConn Health
Executive Vice President for Health Affairs

1/31/2024
Date

Elle Box (Signed)
Elle Box
Chief Healthcare Compliance & Privacy Officer
Administrative Policy Committee Co-Chair

1/16/2024
Date

Janel Simpson (Signed)
Janel Simpson
Chief Administrative Officer
Administrative Policy Committee Co-Chair

1/18/2024
Date

POLICY HISTORY

Created On: 9/1/2002

Revised: 10/05, 12/10, 3/12, 12/13, 1/24

Reviewed:

REPLACES *(If applicable)*

Title:

Date Retired: