

SPACE PLANNING & OPERATIONS
UNIVERSITY OF PENNSYLVANIA SCHOOL OF MEDICINE
Policy & Procedure For Scheduling Lab Floor Conference Rooms
Revised: 12 May 2003

Policy: The Medical Center lab floor conference rooms (list attached) are being scheduled via a centralized scheduling system managed by Space Planning & Operations (SPO) with the intention of maximizing use of available space to meet educational space demands.

Purpose: The purpose of this policy is to provide criteria and guidelines for the scheduling of lab floor conference rooms, as well as to define the procedures for scheduling these rooms.

Scope: This policy applies to all permanent members of the University of Pennsylvania Health System (UPHS) community as well as visitors utilizing these spaces.

This policy does not address the use or scheduling of BRB II/III Faculty Lounge or other School of Medicine space. Please refer to the **Space Planning & Operations Faculty Lounge and Public Space Procedures**.

A. GENERAL USE OF CONFERENCE ROOMS

1. The lab floor conference rooms are designed to provide meeting and conference space to and promote open dialogue and discussion for University of Pennsylvania School of Medicine faculty and staff to share and enhance ideas toward the development of the future of medicine.
2. The lab floor conference rooms are intended for use by School of Medicine faculty and staff who currently occupy space within their respective building or on the floors of their respective departments. Visitors attending meetings in lab floor conference rooms must be accompanied by their host(s) at all times.
3. Use of lab floor conference rooms must be hosted by School of Medicine faculty and staff even if meetings are coordinated by non-University of Pennsylvania vendors or participants.
4. Use of lab floor conference rooms not defined within the scope of this policy will be dependent upon the size of the group, purpose of the meeting, availability of the room and final approval from the lab floor scheduler or SPO. If approval is granted, the procedures will be those defined in the **SPO Public Space Use & Scheduling Policy**.

PLEASE NOTE THAT THIS POLICY IS CURRENTLY UNDER REVISION. PLEASE REFER TO THE SPO WEBSITE REGULARLY TO VIEW THE NEW POLICY WHEN IT BECOMES AVAILABLE.

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5. Food and beverages are not allowed in the lab floor conference rooms.
6. End users are required to respect the use of the facilities and recognize shared responsibility and must return the facilities to a condition that is acceptable to all users (i.e.: remove all meeting materials, return chairs to proper set-up around tables, dispose of all trash). Upon entering any space prior to meetings, if end user finds facilities in disarray they must notify the lab floor scheduler (LFS) or SPO.
7. If end users leave facilities in disarray or finds it in disarray upon arrival prior to their meeting and does not notify the LFS or SPO, they may be responsible for incurring charges for necessary cleaning.
8. Following verbal and written advisement SPO reserves the right to deny use of any space to anyone who habitually neglects the above policy and procedures.

B. IMPLEMENTATION

1. Use of lab floor conference rooms is limited to UPHS community.
2. Use of lab floor conference rooms are available on a first-come first-served basis with first preference given to the department that is the current occupant of the respective floor and to placement of academic classes, workshops, lectures and seminars.
3. SPO will be responsible for scheduling of academic classes in all lab floor conference rooms.
4. Requests requiring support staff that are **not cancelled** at least 24 hours prior to meeting will incur charges. **No-show/no-cancel** meetings requiring support staff **will** incur charges.
5. Audio-visual or set-up requirements are provided for academic course-related classes, workshops, lectures, and seminars.
6. Requests for audio-visual support that is not course related must be submitted in writing via an [Audio-Visual Service Center Form](#) and must be requested at least 48 hours prior to event. These services will incur charges.

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7. Requests for tables, chairs, and other support that is not course related must be submitted in writing via a [Room and Services Request Form](#) and must be requested at least 48 hours prior to event. These services may incur charges.
8. Support staffs (special services, audio-visual, security and housekeeping) are scheduled to report at least 30 minutes prior to meetings.
9. Overtime charges are incurred on meetings beginning at 8:00 am and/or ending at 5:00 pm that require support staff.
10. Overtime charges for set-up, audio-visual and security are charged at the rate of \$30.00 per hour per person.
11. A \$50 Resource Fee for late cancellations and last minute requests will be incurred for any space or service that is not submitted properly - in writing, 24 hours for cancellation and 48 hours for requests.
12. Applicable overtime charges may be incurred in addition to the Resource Fee.
13. Overtime charges for housekeeping are charged at the rate of \$32.85 per hour per person, Monday thru Saturday; and \$43.80 on Sunday.
14. Weekend overtime charges require a 4-hour minimum for all services.

C. PROCEDURES

1. End users must request use of the lab floor conference rooms on their respective floors through their lab floor scheduler. If it is not available, the end user may request the use of other lab floor conference rooms through the respective lab floor scheduler. If lab floor conference rooms are not available, SPO will work with the end user to locate another acceptable space.
2. End users wishing to reserve any other space must submit a Room & Services Request Form available on the SPO website (http://www.med.upenn.edu/spo/spo_forms.html), via fax, intra-mural mail or e-mail.
3. SPO reserves the right to relocate an end user from one space to another in order to best fulfill academic and research needs.

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4. End users can determine possible space availability by viewing room scheduling program on Resource 25. However, actual requests must still be made in writing.
5. End users are required to submit Room & Services Request Forms at least 48 hours prior to meeting. Any request not received within this time period will be considered for placement and support based upon availability of space, manpower and equipment. A resource fee may be incurred.
6. Requests must be cancelled at least 24 hours prior to meeting.

D. CONFERENCE ROOM SPECIFICATIONS

1. Lab floor conference room table set-ups are in the standard conference style and are not changeable.
2. Lab floor conference rooms are equipped, by the department, with a slide projector and an overhead projector (standard) for end user's convenience and do not require the support of an SPO audio-visual technician.
3. Audio-visual requirements above the standard are available only upon request via an Audio-Visual Service Center form.