

**Architecture & Facilities Management  
University of Pennsylvania Medical Center  
Policy & Procedure: Lab Floor Conference Rooms  
9 August 1999**

**Description:** The Medical Center lab floor conference rooms

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**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.

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**Scope:** This policy applies to Departments, Centers and Institutes with lab floor conference rooms in the Biomedical Research Building II/III, Clinical Research Building, and Stellar-Chance Laboratories, and all users of lab floor conference room space.

This policy does not address the use or scheduling of BRB II/III Faculty Lounge or other Medical Center space, nor does it address A&FM-provided event support services. Please refer to the A&FM's Policies & Procedures for the Faculty Lounge, Public Space Scheduling, and Event Support Services.

**A. POLICY**

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 Medical Center faculty, students, staff and visitors to share and enhance ideas toward the development of the future of medicine.
2. The lab floor conference rooms are intended for use by Medical Center faculty and staff who currently occupy space on the floors where the rooms are located. These users are referred to as the Floor Occupant(s).
3. These rooms may also be utilized for teaching purposes in pursuit of the institution's educational mission. These users are referred to as Educational Users. When the rooms are being utilized by Educational Users, a faculty member or instructor must be present.

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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 both the Floor Occupant(s) and A&FM. These users are referred to as Outside Users.
5. Educational and Outside 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 Floor Occupant(s) (i.e.: remove all meeting materials, return chairs to proper set-up around tables, dispose of all trash, leave journals and other materials belonging to Floor Occupant(s) in place). Educational and Outside Users are not permitted to bring food and beverages into the lab floor conference rooms without permission from the Floor Occupant(s).
6. Should Educational or Outside Users leave facilities in disarray, they may be responsible for incurring charges for necessary cleaning and/or repair.
7. Following verbal and written advisement, A&FM reserves the right to deny use of any space to any group who has habitually violated these policies.

**B. PROCEDURES**

1. A&FM will be responsible for management, support and overall maintenance of the Now-Up-To-Date (NUD) networked calendar system.
2. Floor Occupant(s) will designate one individual responsible to act as the Scheduler for that floor, as well as designating a Back-Up Scheduler in cases of the absence of the Scheduler.
3. A&FM will install NUD on Floor Occupant(s) Scheduler Macintosh computer systems who do not currently own this software. (At this time, there is not a cross-platform solution in place. For non-Macintosh Floor Occupant(s), see item number 8

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below.) A&FM will configure the software for appropriate scheduling and viewing use by the Scheduler, as well as provide any necessary training to ensure the Scheduler understands his/her responsibilities with regard to entering schedule information on the system.

4. The Floor Occupant(s) Scheduler will be expected to utilize the NUD system when scheduling meetings in the Floor Occupant(s)' lab floor conference room.
5. A&FM will query the system for room availability on an annual basis in order to accommodate Educational User needs. Floor Occupants will be notified when this activity will be taking place. A&FM will enter schedule information for these educational needs in situations where conflicts do not exist with Floor Occupant(s) schedules. Should A&FM need to request a change in a Floor Occupant(s) schedule to accommodate an educational need, A&FM will contact the Floor Occupant(s) Scheduler.
6. A&FM will query the system, on occasion, to meet the needs of Outside Users not able to be accommodated within the School of Medicine's pool of public space. Upon finding availability, A&FM will contact the Floor Occupant(s) Scheduler to jointly decide upon approval for Outside Use of a lab floor conference room.
7. The Floor Occupant(s) Scheduler will notify A&FM upon any mis-use of a lab floor conference room as outlined in Section A numbers 5, 6 and 7 above.
8. Floor Occupant(s) without Macintosh systems must still designate a Scheduler and a Back-Up Scheduler. The Scheduler will be responsible to submit a hard-copy schedule to A&FM prior to the annual query to accommodate educational needs. A&FM may upon occasion contact the Scheduler to obtain schedule information when trying to locate space for Outside Users.

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9. All Floor Occupant(s), be they on Macintosh or non-Macintosh systems, will be expected to utilize a new web-based multi-platform scheduling system when developed. Training and system software will be made available to Floor Occupant(s) when this project is completed.
- 10.