

**SPACE PLANNING & OPERATIONS**  
**University of Pennsylvania School of Medicine**  
**Policy & Procedure: Public Space Use and Scheduling**  
**12 May 2003**

**Description:** School of Medicine Public Space (list defined below) is being centrally scheduled by Space Planning & Operations (SPO) with the intention of maximizing use of available space to meet educational as well as other space demands. All requests for space defined must be submitted to Special Events & Scheduling, Space Planning & Operations. Certain spaces (list provided below) will be scheduled via a "queue" system described herein.

**Purpose:** The purpose of this policy is to provide criteria and guidelines for the scheduling of Public Space as well as to define the procedures for scheduling these rooms. It is also to educate users to the necessity of responsibly scheduling, utilizing and canceling space, and holding users who violate policies accountable to others in the School of Medicine.

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

Public Spaces governed by this policy include:

**Standard Scheduling System**

Stellar-Chance Lobby  
Stemmler Hall Dunlop Auditorium  
Stemmler Hall Dunlop Auditorium Lobby  
BRB II/III Auditorium  
BRB II/III Lobby Break-Out Space

**Queue Scheduling System**

Clinical Research Building Austrian Auditorium  
Clinical Research Building Austrian Auditorium Lobby  
John Morgan Building Reunion Lecture Hall  
John Morgan Building Class of '62 Lecture Hall  
BRB II/III Seminar Room 251  
BRB II/III Seminar Room 252  
BRB II/III Seminar Room 253  
Stellar-Chance Conference Room 104  
Stellar-Chance Conference Room 204

This policy does not address Support Services to Public Spaces or the scheduling and use of the School of Medicine Faculty Lounge. Please refer to SPO's Policies & Procedures for Special Events Services and the School of Medicine Faculty Lounge.

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**A. POLICY**

1. Public Spaces are designed to provide space for educational classes and seminars, meetings, conferences and special events for the University of Pennsylvania Health System (UPHS) community and their visitors.
2. Visitors attending events in any Public Space must be accompanied by their host(s) at all times.
3. Use of Public Space must be hosted by School of Medicine faculty, staff, or students if events are attended by non-University of Pennsylvania vendors or participants.
4. Use of Public Space 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 SPO. If approval is granted, the user must follow the Policies & Procedures outlined herein.
5. SPO will be responsible for scheduling, management, support and overall maintenance for Public Spaces defined herein.
6. Requests must be made in writing at least 48 hours in advance of your space need, and cancellations must be received in writing at least 24 hours before the scheduled event.
7. Reservation requests for Public Space in the "Standard Scheduling" system can be confirmed within 48 business hours of a request submitted following the procedures outlined herein.
8. Reservation requests for Public Space in the "Queue Scheduling System" will be accepted and held in submittal order in a queue until educational space needs are identified. At certain intervals (see Part B below) throughout a calendar year, queued spaces will be released and requests in the queue will be filled in the order in which they were received. Every effort will be made to find appropriate space for all UPHS events.
9. SPO reserves the right to bump scheduled events in order to meet educational and other institutional needs as instructed.
10. All 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 others (i.e.: remove all meeting materials, return chairs to proper set-up around tables, dispose of all trash).

*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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11. Food and beverage consumption within Public Spaces requires end-user responsibility. It is preferable that food and beverages be consumed in lobby and breakout areas. Any planned use of food or beverages must be included in the request when scheduling Public Space. Space requests involving catering must be clarified as such, as these requests require adding at least 30 minutes both before and after the event for catering set-up and break-down time as well as housekeeping as required. All caterers must be University approved (see <http://www.purchasing.upenn.edu/buyinfo/suppliers/caterers.php>). Additionally, all caterers must adhere to the Caterers' Guidelines found on the Space Planning & Operations website ([http://www.med.upenn.edu/spo/spo\\_find.html](http://www.med.upenn.edu/spo/spo_find.html)).
12. Any cleaning or repairs required as a result of damage incurred to space by food or beverage spills will be the financial responsibility of the user who damaged the space.
13. Should any users leave facilities in an unacceptable condition, they will be responsible for any required housekeeping or cleaning costs. Users should contact SPO immediately upon finding rooms in an unacceptable condition.
14. All reservation requests must include a 26-digit account code or Cost Center budget number. Users who do not use space as reserved, and who do not cancel their reservation in writing, will be charged a \$50 resource fee.
15. Following verbal and written advisement, SPO reserves the right to deny use of any space to any group who has habitually violated these policies.

**B. PROCEDURE**

1. End users wishing to reserve any space defined herein must submit a Room & Services Request Form available on the SPO website ([http://www.med.upenn.edu/spo/spo\\_forms.html](http://www.med.upenn.edu/spo/spo_forms.html)), via fax (215-573-1712) or intra-mural mail (233 Blockley / 6069).
2. Each request must be completed in its entirety. Incomplete requests will be returned unconfirmed.
3. Requests are confirmed on a first-come, first served basis with priority given to academic and research needs. As space availability is based on the number and order in which requests are received, any inquiry for space availability may not be accurate and does not imply confirmation.

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4. Room & Services Request Forms must be submitted at least 48 hours prior to event. Requests not received within this time period will be considered – and may be denied – based on scheduling resources and availability of space.
5. For spaces in the Standard Scheduling System, confirmation of reservations will be made via fax or e-mail within 48 business hours of requests.
6. For spaces in the Queue Scheduling System, space will be released and requests in the queue will be filled in submittal order once educational needs are identified, per the following schedule:

<u>Dates for Room Use</u>	<u>Reservation Confirmation Dates</u>
20 August through 31 December	1 <sup>st</sup> week in August each year
1 January through 30 April	3 <sup>rd</sup> week in November each year
1 May through 15 August	3 <sup>rd</sup> week April each year

Requests for space submitted after Reservation Confirmation Date relative to the Dates for Room Use will be confirmed via fax within 48 business hours.

7. Cancellations of reserved space must be received via fax by SPO within 24 hours of the scheduled event. Cancellations not received accordingly will incur a \$50 resource fee and associated overtime charges.
8. Support service needs (see matrix for available services, [http://www.med.upenn.edu/spo/pdfs\\_revised/matrix\\_2002.xls.pdf](http://www.med.upenn.edu/spo/pdfs_revised/matrix_2002.xls.pdf)) for events held in Public Spaces should be included on the Room & Services Request Form and must follow SPO's Policies & Procedures on Special Event Services.
9. Each request must be completed in its entirety. Incomplete requests will be returned unconfirmed.
10. Requests are confirmed on a first-come, first-served basis with priority given to academic and research needs. As space availability is based on the number and order in which requests are received, any inquiry for space availability may not be accurate and does not imply confirmation.