

Space Planning & Operations
University of Pennsylvania School of Medicine
Policy & Procedure: School of Medicine Faculty Lounge
Revised: 12 May 2003

Description: This policy describes the criteria for general use of the Biomedical Research Building II/III fourteenth floor Faculty Lounge, and the criteria for reserving the Lounge Space and Conference Rooms 1412 and 1413.

Purpose: The purpose of this policy is to provide guidance for the general use of the Faculty Lounge as well as scheduled use of the Lounge Space and Conference Rooms.

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

This policy does not address support services. Please refer to Space Planning & Operations' (SPO) Policies and Procedures for Event Support Services.

A. POLICY: GENERAL USE OF FACULTY LOUNGE SPACE

1. The Faculty Lounge space is designed to provide an opportunity for reflection, relaxation and collegial interaction amongst University of Pennsylvania School of Medicine Faculty, Trustees of the University and its Health System, and the Health System Leadership Group, as well as a space to enjoy refreshments provided by the individual(s) utilizing the space. With its panoramic views of the School of Medicine campus, it is also an ideal location to bring recruitment candidates, potential donors, and other visitors.
2. The Faculty Lounge is intended for use by School of Medicine Faculty, Trustees of the University and its Health System, and the Health System Leadership Group and their visitors ("Guests"). Visitors are required to be accompanied by their host(s) at all times while utilizing the space. Access to the fourteenth floor will be controlled via the School of Medicine's black key system – keys of current Faculty and HSLG members have been automatically programmed to allow access to the floor. Access is gained by inserting the black access key into the key reader on the elevator prior to pushing the "14" button. Guests whose keys do not permit access but are Faculty and HSLG members can contact the Access Control Coordinator at 898-0197 to request key reprogramming.
3. The Faculty Lounge hours of operation will be seven days per week, 6:00 AM to 8:00 PM. The Lounge will remain open past these hours when special events are scheduled and coordinated through SPO.

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Space Planning & Operations
University of Pennsylvania School of Medicine
Policy & Procedure: School of Medicine Faculty Lounge
Revised: 12 May 2003

4. For general use of the Faculty Lounge, it is not required that the main Lounge space be scheduled. At times, however, the main Lounge space will be scheduled and reserved for special events, in effect “closing” the space to those not invited to the event in question. Daily event schedules will be posted in the elevator lobbies of the Ground Floor and Faculty Lounge floor, notifying faculty of future “closings” of the Lounge space.
5. The area with tables and chairs is intended for food and beverage consumption. Guests are expected to discard trash and leave the area in the condition it was found for the use of others.
6. Coffee, tea, other beverages and food will not be available for purchase in the Faculty Lounge, however are available in the lobby-level café.
7. A small library area is stocked with Penn faculty-authored texts and Health System periodicals for the use of Guests while in the Lounge. These items are the property of the School of Medicine and are to remain in the Faculty Lounge. Guests are asked to return items to this area after use. Faculty-authored contributions to the library are welcome and encouraged. When contributing a text, contact SPO so a label can be placed in the text acknowledging the contribution.
8. The Faculty Lounge has an “office touch-down” area where up to two Guests can work away from their office when necessary. There are telephones and two 10-base-T ethernet ports, however at this time, only one port is active. Should there be more of a demand for this amenity, the second port will be activated. Use of this space is on a first-come, first-served basis. A fax machine is also installed in this space.
9. All telephones and the fax machine in the Faculty Lounge are “house” phones, with the ability to make on-campus phone calls or calls to HUP extensions via the tie line (227). Off-campus calls can be made by utilizing a calling card or a University telephone authorization code available through Telecommunications.

B. POLICY: SCHEDULED USE OF THE LOUNGE SPACE AND CONFERENCE ROOMS

1. Scheduled use of the Lounge Space and Conference Rooms will be limited to Trustees, Chairs of Departments, Directors of Centers and Institutes, Division Chiefs, the Dean’s Staff, and the Health System Leadership Group.
2. A member of one of these groups must be in attendance at any event or meeting (“events”) for which this space has been reserved.

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Space Planning & Operations
University of Pennsylvania School of Medicine
Policy & Procedure: School of Medicine Faculty Lounge
Revised: 12 May 2003

3. Names of all attendees should be submitted when scheduling events in the Faculty Lounge or its Conference Rooms. This list will be provided to the Security Officer on duty in the building lobby. Attendees who do not have regular access to the Faculty Lounge will need to be informed that they must check in with the Security Officer on duty who will assist them in gaining access to the fourteenth floor.
4. There will be a Security Officer stationed in the building lobby on Monday through Friday, from 8:00 AM through 6:00 PM. Any events held outside of these hours will require a Security Officer in order to allow access to Guests without regular access to the Faculty Lounge. This will incur overtime expenses.
5. Furniture has been reconfigured since the original opening of the Lounge to allow circulation space and accommodate reception-type events. Furniture **will no longer be moved** for receptions and most other event types in this space. Only in certain circumstances, and at the approval of the Dean or his designee, may furniture be moved to accommodate sit-down dinner types of events. These types of events require attendance of either the Dean, President of the University, or Trustees, and can only be accommodated during evening hours. These types of events will also require at least two-weeks scheduling notice, and simultaneous scheduling of Conference Room 1412 in which the furniture will be stored. These events will incur overtime expenses.
6. At any time, a reservation may be cancelled by SPO to accommodate special circumstances.
7. The use of these spaces for any other groups will be dependent upon the size of the group, purpose of the event, availability of the space and final approval from School of Medicine Administration.

C. PROCEDURE: SCHEDULING FACULTY LOUNGE SPACE

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) via fax (215-573-1712) or intra-mural mail (233 Blockley / 6069).
2. 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.
3. Each request must be completed in its entirety. Incomplete requests will be returned **unconfirmed**.
4. Requests are confirmed on a first-come, first-serve basis with priority given to academic and research needs. As space availability is based on the number and

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Space Planning & Operations
University of Pennsylvania School of Medicine
Policy & Procedure: School of Medicine Faculty Lounge
Revised: 12 May 2003

order in which requests are received, any inquiry for space availability may not be accurate does not imply confirmation.

5. Confirmation of reservations will be made via fax or e-mail within 48 business hours of requests.
6. Cancellations of reserved space must be received via fax by SPO at least 24 hours before the scheduled event. Users who do not utilize services as requested, and who did not cancel their service request in writing, will be charged a \$50 resource fee.
7. Support service needs (see matrix for available services: http://www.med.upenn.edu/spo/pdfs_revised/matrix_2002.xls.pdf) for events held in the Faculty Lounge and its Conference Rooms should be included on the Room & Services Request Form, and must follow SPO's Policies & Procedures on Event Support Services.

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