

## EVENT POLICY

Perelman School of Medicine  
Shared Meeting Space Use

## ADMINISTRATION

Policy Number: ADM SPO 11-2024

Date Approved: 11/21/2024

### I. PURPOSE

To assure the availability of Perelman School of Medicine (PSOM) and University of Pennsylvania Health System (UPHS) common and meeting and event spaces in support of Penn Medicine's mission and to minimize the possibility of disruption to patient care, clinical activities, biomedical research, medical education, and other activities undertaken in support of Penn Medicine's missions. To provide guidance to the Penn Medicine community concerning the availability of Penn Medicine space and the proper uses of space and to the PSOM Office of Scheduling & Event Services (SES) in the administration of event requests for the use of Penn Medicine shared meeting space.

### II. SCOPE

This policy covers facilities and spaces under the operation or control of PSOM. This policy applies to all Penn Medicine personnel, including but not limited to PSOM faculty, staff, and students and Penn Medicine medical staff and employees. For facilities and spaces that are part of HUP or CPUP including HUP Main, the Pavilion, PCAM and South Pavilion Expansion (SPE)), see HUP/CPUP Event and Use of Space Policy #1-05-21 policy.

### III. POLICY

SES is responsible for the scheduling process, service coordination, and management of the PSOM centrally scheduled spaces. SES uses the EMS Enterprise Scheduling System to provide Penn Medicine access to classroom and meeting space in support of the academic, research, and clinical mission. Only official Penn Medicine employees (no contract or temporary workers) may place requests for event space and services through the EMS Web App. <https://www.med.upenn.edu/spo/scheduling-and-event-services.html>

#### A. Internal Events:

Except as otherwise provided in this policy, events that are permitted under this policy are: 1) run by or coordinated through internal PSOM, UPHS, or HUP/CPUP departments; and 2) programs supporting Penn Medicine's mission, including e.g. academic, research, or clinical meetings and conferences may be approved. For any other purposes including but not limited to for fundraising purposes or for solicitation, such as book fairs, bake sales, blood drives, or membership, registration, community fairs, or donation drives shall be declined. (Note: see External Events below for similar events that are not mission related and not permitted.)

SUPERSEDES:

ISSUED BY:



- Caterer Approval: Events serving food must be indicated when placing a reservation. All events serving food in PSOM scheduled space are required to use a Penn Approved Caterer <https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/approved-caterers.html>
- Alcohol Approval: All events where alcohol will be served require the event coordinator/sponsor to initial they have read and understand the University alcohol policy at: <https://www.vpul.upenn.edu/alcohol/policy.php>. A trained bartender, who is obliged to request ID from any persons who he/she does not believe to be 21 years of age, may only serve alcohol.
- Housekeeping: All events with food and beverages will be subject to housekeeping fees. Housekeeping fees will be assessed on all events with over one hundred attendees.
- Once a request is submitted the sponsoring department will receive an event confirmation within (3) business days. **SES reserves the right to make any changes in the assigned space(s) to best accommodate all activities held within the school. Acceptance and/or rejection of any request for an event under this policy is at the discretion of PSOM, Space Planning and Operations, Office of Scheduling and Event Services.** If an event is to be denied under this policy, SES will review the proposed denial with the PSOM Dean's office as necessary.
- Continuing Medical Education (CME): CME events should also be coordinated through the PSOM Office of Continuing Medical and Interprofessional Education.
- When planning and/or considering requests for events on campus, the University Temporary Standards and Procedures for Campus Events and Demonstrations ([temporary standards and procedures](#)) issued at the end of the 2023/2024 academic year should be adhered to.
- The University Special Event Review Group should be consulted by PSOM leadership through SES and the process outlined in Attachment 1 below should be followed prior to scheduling an event with the characteristics identified there. Contact SES to coordinate consultation with PSOM leadership and the Special Event Review Group.

#### B. External Events:

**Event space within PSOM buildings shall be made available only for external events supporting Penn Medicine's mission, i.e. for academic, research, or clinical meetings and conferences. The space requests of external organizations for any other purposes shall be declined.** External events that are non-mission related may contact University of Pennsylvania Hospitality Services at: <http://cms.business-services.upenn.edu/hospitality-services/> or Perelman Quadrangle at: <https://www.vpul.upenn.edu/perelmanquad/reserve-search> to ask whether other University space might be available for the event.

SUPERSEDES:

ISSUED BY:



**1. Eligibility for External Events**

- All external organizations not affiliated with the University are required to have a Penn Medicine sponsor and the event must support Penn Medicine's mission as described above.
- The Penn Medicine sponsor may not serve as a "proxy" for non-Penn Medicine affiliated organizations who may solicit them in order to gain access to or use of Penn Medicine venues to organize or host an event on their behalf.
- Non-Penn affiliated guests are subject to all University rules and policies.

**2. Priority Scheduling**

- Academic scheduling is given priority each semester.
- Penn Medicine events will receive priority scheduling before external events.

**3. Reservation Process for External Events / Penn Medicine Sponsoring Faculty or Staff Member**

- A Penn Medicine sponsor is required to reserve space for a non-affiliated organization.
- A sponsoring department may place an event request at: <https://upennmed.emscloudservice.com/web/Default.aspx> using their PennKey and Password. All uses are required to provide a PSOM budget code or a HUP/CPUP FSM/Lawson Code to place a request. Fees for space, staff, housekeeping, security, and event administration will be quoted on the confirmation.

**4. Event Coordination**

Once an event coordinator has received a confirmation email with a reservation number and a room assignment, the SES Office will contact the event organizer to schedule a planning meeting. At least one walk-through including a representative from the sponsoring department, vendors (such as a caterer, etc.), and the service representatives from the PSOM must be scheduled within 30 days of the event. All event changes/updates must be made in writing by the sponsoring department.

**C. Facility Damage:**

The PSOM facility space/equipment must be left in the condition they are found. Any damage to the facility and/or equipment is the financial responsibility of the sponsoring department. The budget code provided will be charged for damages.

**D. Demonstrations Prohibited:**

Penn Medicine recognizes that the University of Pennsylvania has longstanding Guidelines on Open Expression, available online at <https://catalog.upenn.edu/pennbook/open-expression/>. The University's Guidelines provide in pertinent part as follows:

SUPERSEDES:

ISSUED BY:




1. The University shall establish standards for the scheduling of meetings and events. This shall involve:

- a. Publishing policies and procedures whereby members of the University community, upon suitable request, can reserve and use designated spaces within University buildings for public or private meetings or events . . .

[Guidelines on Open Expression, section III.A.2.a.]

2. Individuals or groups violate these Guidelines if they hold a demonstration in the following locations:

- a. Private offices, research laboratories and associated facilities, and computer centers; or
- b. Offices, museums, libraries, and other facilities that normally contain valuable or sensitive materials, collections, equipment, records protected by law or by existing University policy such as educational records, student-related or personnel-related records, or financial records; or
- c. Classrooms, seminar rooms, auditoriums or meeting rooms in which classes or private meetings are being held or are immediately scheduled; or
- d. Hospitals, emergency facilities, communication systems, utilities, or other facilities or services vital to the continued functioning of the University.



[Guidelines on Open Expression, section III.B.2.a.] See also Temporary Standards and Procedures for Campus Events and Demonstrations, section VII a.iii.

Spaces operated and maintained by Penn Medicine, either through PSOM and/or UPHS, consist of “private offices, research laboratories and associated facilities,” “classrooms, seminar rooms, auditoriums [and] meeting rooms” in which classes and/or meetings are regularly scheduled; and, most importantly, “hospitals [and] emergency facilities” or spaces adjacent thereto, regularly visited by patients, patients’ families, and practitioners for the purpose of patient care.

Consistent with the University [temporary standards and procedures](#) and the University’s Guidelines on Open Expression) as referenced above, and to ensure the continuity of patient care, biomedical research, and medical education, the use or occupation of any space covered by this policy for the purpose of staging a demonstration, protest, or other public-service message not part of Penn Medicine activities is prohibited.

SUPERSEDES:

ISSUED BY:

#### IV. CONTACTS

Executive Vice Dean, Perelman School of Medicine  
Senior Vice President of Academic Affairs, University of Pennsylvania Health System  
215-360-0306

Vice Dean for Administration and Finance, Perelman School of Medicine  
Phon: 215-898-3655

Senior Executive Director, Space Planning and Operations  
Phone: 215-573-8855

Senior Director, Scheduling & Event Services  
215-898-8121

SUPERSEDES:

ISSUED BY:



## Attachment 1

**Special Event Review Group*****Objective:***

To promptly and efficiently review event details, consider implications, and provide comments to enhance internal decision making about events held on campus, or those sponsored by the University of Pennsylvania's students, faculty and staff.

***Process:***

Event information is collected or made known to a member of the Special Event Review Group, which is then shared with the group to review the criteria and questions listed below. The group reconvenes after all details are shared to make a decision and/or educated suggestions to senior administration of the University, and to the group planning the event.

The group is made up of staff members from the Offices of the President, Executive Vice President, Provost, University Secretary and General Counsel, in conjunction with the Office of Government and Community Affairs, University Communications, Office of Student Affairs, Office of Risk Management, University Life, Division of Public Safety, Development and Alumni Relations, Business Services, Parking, Athletics, Facilities and other senior administrators.

***Criteria:***

Event organizers are asked to report event, conference, or meeting details to the Special Event Review Group when coordinating an on-campus event that has one or more of the following:

- Significant public safety or security dimensions
- Any scheduling questions or concerns for large events happening simultaneously on campus
- Significant open expression implications
- Significant public relations challenges or opportunities
- Major external partner and/or source of funding
- The potential to attract a large University audience
- The potential to attract a large external audience to campus
- Any event that faculty, staff or students have questions or concerns with hosting on campus
- Significant noise levels or outdoor activity on campus
- Any event with high-level international dignitaries, defined as 1) sitting or former heads of state; (2) sitting vice heads of state; or (3) royalty. Please note that Penn Global has guidelines to use when inviting these dignitaries. Please contact [global@upenn.edu](mailto:global@upenn.edu) and they will work with you on next steps.

***Required information from venues and/or event planners:***

- Are there any public officials attending?
- Will the event be publicly broadcasted or webcasted, or video recorded for future use?
- Does the event have high-level, notable, or controversial speakers?
- Will the event have significant media attention or needs?
- Are there concurrent or conflicting events scheduled in the same areas on campus?
- Is there involvement of University officials, senior staff, or the University President or Provost?
- Are there event sponsors in addition to the event organizer? If yes, please share additional sponsors. All sponsors should have a full understanding of the event program, even if they are one of many co-sponsoring groups.
- Will the event include large amounts of email, campus-wide promoting, or other marketing?
- Has a walk-through, sound check and test run for the event programming been scheduled?
- When will feedback be collected, and when will a post-event wrap up be provided?

***Contact:***

Mark Bendas, Executive Director of Special Events, Office of the President  
Email: [mbendas@upenn.edu](mailto:mbendas@upenn.edu)

Updated: as of August 2024

SUPERSEDES:

ISSUED BY: