Use of Facility for Events and Meetings Procedures and Guidelines

Responsible Administrator: Associate Director of Events
Sponsoring Unit: Office of Communications
Effective Date: 06/21/2018
Last Reviewed: 07/11/2022
Next Scheduled Review: 04/2025

PURPOSE

The principal purpose of the University of Maryland School of Nursing (UMSON) facility is to educate students; therefore, academic courses and educational functions have priority for use of the facility. The UMSON facility may be used for other UMSON activities and by the larger University of Maryland, Baltimore (UMB) community, with priority given to UMSON activities. Requests for use of common areas — such as classrooms, conference rooms, and auditoriums — for non-course-related functions are considered after the course schedule for the requested semester has been finalized. Authorization of facility use is granted solely by the Office of Communications, Office of the Dean, or Department of Partnerships, Professional Education, and Practice, depending on the function. Authorization of facility use by any other employee, outside of the regulated process, is prohibited. The use of the facility and/or its services for personal gain is also restricted. All groups using UMB facilities must comply with UMB policies and procedures[1].

PROCEDURES

UMSON utilizes Astra Schedule to manage integrative scheduling for academic courses, internal and external requests for space, and related resources. A scheduling calendar can be found online[2].

Academic Course-Related Requests

The following procedures do not apply to normally scheduled academic courses, which are managed by the Office of Student and Academic Services each semester. Instructors should review room assignments using Banner one week prior to the start of the semester.

The Academic Course-Related Reservation Form is for **UMSON faculty and staff use only and** requires authentication with a MyUMB ID and password prior to accessing the scheduling system. The form is used to request space for course breakouts; lab debriefing sessions; course,

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[1] https://www.umaryland.edu/policies-and-procedures
[2] https://www.nursing.umaryland.edu/news-events/events/room-requests/

clinical, and practicum orientations; exams; reviews and make-up testing sessions; extended course times; and learning labs/supersessions.

1. Complete and submit an official Academic Course-Related Request form online[3]. Room styles, capacities, and technical capabilities can also be found online[4]. Requests made more than 100 days in advance will receive an error message. Users may select an available space after providing specific criteria using system prompts.
2. After a request is submitted successfully, the requester will receive a notification email containing submission information. The UMSON academic room scheduler will receive the request through a notification system within Astra Schedule. The requester should allow at least two business days for a response.
3. If additional information is required to process the request, an UMSON representative will contact the requester at the email address provided in the official request.
4. If the request is approved and scheduled, an approval confirmation, summary, and reservation number will be sent to the requester via email through the Astra Schedule notification system (from notifications@aais.com).
5. If the request is not approved, the requester will be sent a denial summary via email through the Astra Schedule notification system (notifications@aais.com).
6. Changes and cancellations to reservations should be sent to nrsroomscheduler@umaryland.edu with the reservation number referenced.

Internal Meetings and Event Requests

The Internal Meetings and Events Request Form is for **UMSON faculty and staff use only**. This form is used to request space for general meetings and events primarily hosted by an internal UMSON faculty or staff member. Non-UMSON parties should submit an External Reservation Request Form online[5]. Internal meetings and events are considered once UMSON's course schedule for the requested semester has been confirmed. For specific dates, view the scheduling calendar online[6].

1. Complete and submit an official Internal Meeting and Event Request form online[7]. Room styles, capacities, and technical capabilities can also be found online[8]. Authentication using a UMID and password is required prior to fully accessing the scheduling system.
2. Users will enter their space criteria using system prompts to determine availability of rooms. After the request is successfully submitted, the requester will receive a general notification email containing submission information. The UMSON room scheduler will receive the request through a notification system within Astra Schedule. The requester should allow at least two business days for a response.
3. If additional information is required to process the request, an UMSON representative will contact the requester at the email address provided in the official request.

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[3] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[4] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[5] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[6] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[7] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[8] https://www.nursing.umaryland.edu/news-events/events/room-requests/

4. If the request is approved and scheduled, an approval confirmation, summary, and reservation number will be sent to the requester via email through the Astra Schedule notification system from notifications@aais.com.
5. If the request is denied, the requester will be sent a denial summary via email through the Astra Schedule notification system.
6. Changes and cancellations to reservations should be sent to nrsroomscheduler@umaryland.edu with the reservation number referenced.
7. Requests containing requirements for audiovisual and/or IT or facility support will initially be communicated by the scheduler to the appropriate service unit via helpdesk ticket[9]. It is the requester's responsibility to follow up with IT or facilities with specific requirements following the confirmation of room reservation.

External (Guest) Reservation Requests

Reservations for special events (internal and external) are considered once UMSON's course schedule for the requested semester has been confirmed. A scheduling calendar can be found online[10]. Exceptions must be considered and approved by the UMSON dean or official designee. Other requests are placed on hold until the course schedule is finalized and released. The requester is notified by email of this procedure. Solicitations and activities held at UMSON for personal gain or profit are prohibited.

1. Complete and submit an official External Reservation Request form online[11]. Room styles, capacities, and technical capabilities can also be found online[12].
2. The requester will receive an email notification of the submission from notifications@aais.com. The UMSON room schedulers will receive a submission notification through Astra Schedule.
3. Requesters should allow at least two business days for a response. Requests for large-scale events should be submitted at least 45 days in advance.
4. In certain instances, more information may be required. If necessary, an UMSON representative will contact the requester.
5. If the request is approved, the requester will receive a confirmation with event summary and reservation number at the email address supplied in the submission form from notifications@aais.com. If the request is denied, the requester will receive a notification containing denial summary, along with an email from an UMSON representative with further explanation. The UMSON representative will make every effort to provide alternative options, if available.
6. If fees apply to a reservation, the associate director of events will initiate a quote via the Office of Communications' Harvest tracking system, which will be sent to the requester. After quote acceptance, the associate director of events will initiate an invoice and provide dates for a walkthrough or planning meeting. In some instances, the requester will be required to sign a memorandum of understanding (MOU) for services.

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[9] https://cf.umaryland.edu/nursing/
[10] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[11] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[12] https://www.nursing.umaryland.edu/news-events/events/room-requests/

7. The associate director of events will coordinate specific details with the facilities manager, Network and Computer Services (NACS) team lead, and if necessary, other UMSON services such as Learning Technologies.
8. Questions and concerns about coordination, cancellations, and changes should be addressed to the associate director of events prior to the event. Any UMSON community member (faculty, staff, student, alumni, etc.) seeking to hold unaffiliated meetings or events at UMSON should contact the associate director of events for consideration.

Clinical Simulation Laboratories (CSL) Requests

1. Complete and submit a CSL Lab Room Request form online[13] at least three business days in advance.
2. After an official request is submitted, the requester will receive a notification email containing their submission information. The form is electronically received by a CSL representative via email for review.
3. The requester should allow at least two business days for a response.
4. A CSL representative will confirm requirements of lab use, including equipment and supplies, with the requester prior to the date of the reservation.
5. A CSL representative will provide a quote and/or MOU for services for rental space and equipment, if necessary.
6. Changes and cancellations should be communicated to a CSL representative immediately.

Use of UMSON Space Related to the UMNursing Partnership

1. Complete and submit an official External Reservation Request form online[14]. Room styles, capacities, and technical capabilities can also be found online[15].
2. The associate director of events will verify all UMNursing-related requests for space with a University of Maryland Medical Center designee (i.e., chief nursing officer or designee, manager of nursing partnerships) before processing the submission. Non-UMNursing-related reservations will be subject to UMSON facility fees, sent to the requester as a quote for services.
3. For use of CSL space and equipment, a CSL request form should be completed and submitted online[16].
4. The associate director of events or CSL representative will provide a confirmation to the UMNursing designee via email and coordinate requirements with UMSON service units.

GUIDELINES FOR USE OF UMSON SPACE

Advertising Events

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[13] http://www.nursing.umaryland.edu/academics/simulation-learning-labs/csl/forms/
[14] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[15] https://www.nursing.umaryland.edu/news-events/events/room-requests/
[16] http://www.nursing.umaryland.edu/academics/simulation-learning-labs/csl/forms/

Event announcements and notices for events must comply with UMB branding standards and guidelines. Printed flyers and posters for placement in the UMSON building should be submitted to the Office of Communications for review. Student group postings should be submitted to the Office of Student and Academic Services for review and posting. Digital display signage requests must be submitted online[17] in the proper format. Event coordinators are encouraged to use The Elm for relaying event information and promotional assets. Information about promoting events can be found online[18].

Digital displays are also available for use during meetings and events. The associate director of events can provide more information at the request of the organizer. It is the responsibility of the event organizer to provide properly formatted images to the associate director of events at least three business days prior to the event.

Areas of Use

Use of space for special functions such as filming, media coverage, or celebrations that may inadvertently affect normal business, academic, or lab operations is prohibited, unless approved by the dean or designee. Use of the dean's boardroom (Room 503) or conference rooms within office suites is at the discretion of the UMSON dean or designated personnel.

Catering

UMSON has no exclusive catering contract. However, caterers selected must be properly licensed and carry a liability insurance policy. If you plan to supply your own food for an event, you must be fully self-sufficient, providing your own utensils, equipment, paper products, and linens. On-site cooking is not permitted by unlicensed groups and individuals. Grilling is not allowed in the UMSON Courtyard. Approval to use grills and cooking equipment must be given by the facilities and operations manager prior to the event. A location for grilling and cooking will be provided during the facility walk-through.

Cleaning and Maintenance

Rooms are to be left in the order they are initially presented. Any reservation that includes catering services or consumption of food and/or drink should be noted on the reservation form. To prevent damage to the facility, taping, adhering, or nailing items to walls or surfaces is not permitted. The event sponsor may be subject to a sanitation fee if reserved area(s) are left damaged or unsanitary. Rearrangement of furniture is prohibited.

Consent to Photograph, Record, and Distribute

Event coordinators using UMSON services to capture digitally (i.e. photography, videography, webcasting, web recording, etc.) portions of an event for posting or distribution will be required

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[17] https://www.umaryland.edu/cpa/toolbox/digital-displays/
[18] https://www.nursing.umaryland.edu/news-events/promote/

to provide signed consent forms[19]. The Office of Communications maintains these consent agreements for possible copyright and privacy concerns.

Consumption of Alcoholic Beverages

Guests who wish to serve and/or consume alcoholic beverages on the premises must complete and submit an Alcohol Beverage Permit[20] to the associate director of events at least 14 calendar days in advance. The packet is reviewed and approved (or denied) by the UMSON dean; if approved, it is submitted to the UMB Police. Individuals should not personally provide alcoholic beverages for consumption. Alcoholic beverages should only be provided at approved functions by a licensed caterer.

Directions and Parking

UMSON personnel are not responsible for arranging or providing parking for events unless specified by an associate director of events. To arrange for special event parking, visit the Parking and Transportation Services website[21] for more information. Directions to UMSON can also be found online[22].

Events Calendar

Requesters are urged to check the UMSON events calendar[23] for conflicts prior to submission of requests for space for events. UMSON courses take precedence over meetings and events, so events are not scheduled until after the course schedule for that semester is finalized.

Facility Fees

Use of the facility may be subject to fees, depending on the type of event. Events that are not beneficial to nursing faculty, staff, or students or to the University community as a whole and/or those that charge a registration fee will be subject to charges. Fees are determined once requirements are discussed and approved. UMSON has the right to refuse or deny reservations for events that do not benefit the missions of UMSON or UMB.

Fire/Open Flames

Lit candles, flames, and other flammable objects are prohibited in the UMSON building. Sternos should only be used by a licensed and insured caterer with chafing dishes for the purpose of heating food. A staging or prep location will be provided to caterers by the associate director of events or the facilities and operations manager (or designee).

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[19] https://www.nursing.umaryland.edu/media/son/news--events/UMSON-Speaker-Consent-and-Release-Form.pdf
[20] https://www.umaryland.edu/media/umb/oaa/campus-life/event-services/documents/Student-Alcohol-Permit-Packet-9-14-09.pdf
[21] http://www.umaryland.edu/parking/
[22] https://www.umaryland.edu/parking/traveling-to-umb/
[23] http://www.nursing.umaryland.edu/news-events/events/

Food/Drink Consumption

Food and drink are only allowed in auditoriums and classrooms at the discretion of the associate director of events, facilities manager, or UMSON dean. When allowed, organizers are responsible for providing housekeeping remarks to their audience(s) and informing designated personnel of any immediate concerns (spills, breaks, etc.). Other sanctioned locations for food/drink consumption for events and meetings will be provided by an associate director of events or facility management personnel. Those found violating this regulation may be subject to a cleaning or restoration charge.

Due to fire code restrictions, plans for seated meals in the UMSON lobby and second-floor museum area are limited. Other restrictions include the use of egress areas, which will be assessed by the UMSON facilities and operations manager.

Hours of Operation

UMSON opens for business at 7:30 a.m. and closes at 9:30 p.m., Monday - Friday. Saturday hours vary based on academic scheduling. UMSON is closed on Sundays and holidays. All events must end by 9 p.m.

Latex

UMSON is committed to a latex-free atmosphere. Balloons or items containing latex are not permitted in any area of the School of Nursing building, including in the courtyard and in areas immediately surrounding the building.

Logo/Brand Use

The use of UMSON's logo and/or name must be evaluated by the UMSON Office of Communications prior to publishing. Materials must adhere to the UMSON Editorial Review Policy[24].

Media Coverage

Invitations to the media must be coordinated with the UMSON Office of Communications. Personnel should immediately contact a member of the Office of Communications or Office of the Dean in the event of unscheduled media arrival.

Personal Property

UMSON does not assume responsibility for any damage or loss of personal property or equipment. Lost and found items should be reported to UMB Police or security personnel.

Requesting Space

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[24] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Editorial-Review.pdf

All special event reservation requests must be submitted online at least five business days in advance. Events such as conferences and large celebrations require at least 45 days' lead time and are approved at the discretion of the associate director of events. Reservations are subject to change.

Security

To enter the UMSON facility, employees, students, affiliates, and guests are required to display photo identification. Guests must sign in with a government-issued ID card and receive a guest pass from the security guard on duty. For security purposes, the associate director of events may request a list of participants or guests to provide to the facilities and operations manager and to UMB security personnel. Identifiable name badges are recommended during conferences and large events.

Set-Up/Breakdown

Reservations will automatically include 30 minutes each for set-up and breakdown when an event includes audiovisual support. More time may be required when a reservation includes catering. This increase in time may impact the availability of the space. Some events will require a walk-through of the space with the events team prior to the date of the scheduled event. A floor plan will be drafted and approved by the facilities and operations manager and, if necessary, the UMB campus fire marshal.

Smoking

UMB is a smoke-free environment. Smoking in any facility controlled by UMB is prohibited. Approved smoking areas are zoned outside of buildings and marked appropriately.

Wireless Internet (Wi-Fi)

Guests may request free Wi-Fi access for event participants through the associate director of events. If approved, a guest username and password will be issued prior to the event.

UM/UMB/UMSON RELATED POLICIES/PROCEDURES

School of Nursing Policies and Procedures

- University of Maryland School of Nursing Editorial Review Policy[25]
- University of Maryland School of Nursing Policy on Preauthorization for Commitment to Use the UMSON Name, Facilities, Funds, and Staff Resources[26]
- University of Maryland School of Nursing Guidelines for Use of Room 503[27]

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[25] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Editorial-Review.pdf
[26] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Preauthorization-Commitment-Use-UMSON-Name.pdf
[27] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Guidelines-Use-Room-503-3-7-2018.pdf.pdf

USM, UMB, or Other External Policies, Statutes, and Regulations

- Section VI - 8.00(A) USM Policy on the Use of Alcoholic Beverages at University System Institutions and Facilities[28]
- Section VI – 410(A) UMB Policy on the Use of the Physical Facilities of the University System for Public Meetings[29]
- Section XI – 1.00 (A) UMB Non-Smoking Policy[30]

UMSON EVENTS COMMITTEE

Overview

The events committee is a team comprising representatives from UMSON service units that understand the quality and standards of services available at the School. The group reviews, approves (or denies), coordinates, organizes, and facilitates requests for events (internal/external) to be held at and/or sponsored by the School of Nursing. Our goal is to be a strategic partner and to provide exceptional event management skills and service to assure optimum desired outcomes.

Committee Membership

Associate Director of Events
Office of Communications

Senior Specialist, Facilities Maintenance and Operations
Administrative Services

Manager, Audio/Visual Services
Network and Computer Services

Senior Program Specialist
Office of Professional Education

DATE AND SIGNATURE

Date: July 11, 2022

Approved by the Dean:

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[28] https://www.usmd.edu/regents/bylaws/SectionVI/VI800.html
[29] https://www.umaryland.edu/policies-and-procedures/library/administration/policies/vi-410a.php
[30] https://www.umaryland.edu/policies-and-procedures/library/public-safety/policies/xi-100a.php