

# Conference Room Use Policy. Updated - 1-1-07

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## 1.0 - Definitions & Terms

**Global Access List** - A list of all conference rooms open to the Medical Campus for on-line scheduling.

**Exempt Rooms:** Rooms exempt from the "Global Access List" shall fall under one of the three categories listed below;

- ❖ **Conference Rooms which are paid for by the department for exclusive use. (FY08 rates are \$37.50/sq.ft.) Dean approval is required.**
- ❖ Conference Rooms that require pedestrian access through and/or is located within clinic space are exempt from global access.
- ❖ Conference Rooms located inside of hospital clinic space are exempt from global access.
- ❖ Conference Rooms located within sensitive or secured areas are exempt from global access.

**Host Participants** - The Department or Division that has had historical control or use of a departmentally assigned conference room.

**Gatekeeper** – Staff member(s) assigned to schedule, approve, and reject scheduling requests made on departmentally hosted conference rooms.

**Official Scheduling Hours** - Conference rooms shall be accessible 24 hours a day.

**Business Scheduling Hours** - Normal scheduling hours are 8:00AM-5PM, Monday through Friday  
**NOTE: All calendars have the capability of scheduling during weekends and after business hours. It is up to both Host Participants to make the appropriate arrangements and approvals in gaining access and air-conditioning after normal operating hours.**

## 2.0 - Access to Calendars

No more than two contact schedulers per division will be issued the appropriate access to schedule and approve meetings.

## 3.0 - Host Reservation Process

The Host gatekeeper shall be able to approve or deny a schedule request made by any UM Medical School staff member assigned access to scheduler. All conference rooms will require a minimum reservation notice of usage of no more than 2 hours in advance. A Global Host gatekeeper contact list

will be provided to all Host Participants so that emergency scheduling can occur on any calendar with up to 1-hour advance notice. (The Host gatekeeper shall have the final say on whether an emergency schedule is granted or not.)

### **3.5 - Host Benefits and Exclusive First Right of Use.**

The Host department shall have exclusive first right of use to the rooms they are providing gatekeeper services for. They shall receive the following benefits:

1. All gatekeepers shall have the ability to reserve up to a maximum of 4 hours a day (max. 50% utilization) of hosted conference room. Gatekeeper shall be able to schedule more than 4 hours per room if no other requests for use of room have been made in the previous 24 hours.
2. Exclusive first right of use for each conference room they provide gatekeeper services for.
3. Immediate ability to schedule conference rooms for those rooms they provide gatekeeper services for. (max reservation of 4 hours a day/conference room)

### **4.0 - Cancellations**

On-line cancellations can be made but must be made within 3 hours from the time the reservation was reserved.

### **5.0 - Lunch Period**

If a conference room is being currently used for lunch, then the host department will be allowed to block a 1 hour lunch reserve between the hours of 12PM-2PM. The Host Participant has the flexibility to choose whichever 1-hour block (between 12PM-2PM) that best suites the departments needs.

Arrangements will have to be made with participating departments in order for an outside department to schedule usage during their pre-defined lunch period.

### **6.0 - Scheduling Recurrent Meetings**

Recurrent meetings are allowed but restricted to 3 consecutive days. (This will exclude lunch time scheduling)

### **7.0 - Food Policy**

**Outside users must notify gatekeepers of the intent to bring food into any conference room. It is the responsibility of each user to clean up after each use of a conference room in which food was served. All tabletops and floors must be clear of any debris resulting from such function. All food waste must be taken off table surfaces and placed in appropriate waste receptacles. Failure to do so will result in housekeeping charges and a warning on the failure to pick up food waste. Divisions with two or more warnings will result in the loss of food privileges for a period of one month when scheduling rooms outside of divisions gatekeeping responsibilities.**

**8.0 - Room Cleanliness** All scheduled rooms must be left in the same clean and orderly fashion as it was originally found in.

## **Future Subjects**

Please look for additional guidelines on our website that will cover

- ❑ Replacement of Amenities due to Normal Wear and Tear
- ❑ Sign off on Existing Room Amenities and Physical Conditions Report
- ❑ Dispute Resolutions on Misuse and Abuse of Rooms.