

COLLEGE OF MEDICINE ROOM SCHEDULING AND USE POLICY AND PROCEDURES

PROCEDURES FOR CLASSROOM SCHEDULING:

The Office of Medical Education is responsible for scheduling College of Medicine courses in all classroom space. All non-academic requests to reserve classroom space should be directed to the [SharePoint Intranet Calendars & Room Reservations site](#).

Courses have priority over special events, and the latter may not be scheduled in classroom space until the courses for the term in which the special event falls have been scheduled. Therefore, any reservation of a special event to occur in a classroom is tentative until all classes have been permanently scheduled. Subsequently, it is recommended that if you are planning to hold a special event in a classroom, you should prepare a contingency plan should a class affect your reservation. Special events are defined as any activity that is not part of the academic curriculum (i.e., receptions, meetings, seminars, guest lectures, etc.)

NOTE: At the request of the Dean's Office, the Auditorium (which is considered classroom space) shall be reserved on specifically for Grand Rounds during the fall and spring semesters.

PROCEDURES FOR COMMON AREA/CONFERENCE ROOM SCHEDULING:

Samuel McCray is responsible for scheduling special events in the atrium and all classrooms. Renata McCann in the Dean's Office is responsible for scheduling special events in Conference Rooms 1150 and 1160A. Reservations for these events are on a first come/first serve basis.

Conference rooms in designated departments/divisions are primarily for the use of persons within that department/division, and they will have first priority for usage. However, ownership of all space within the College of Medicine resides with the College as a whole. Space such as meeting rooms within a department/division may be utilized by individuals outside those departments/divisions. Please contact the appropriate scheduler whenever you need to schedule meetings in any of these rooms.

SPACE RESERVATION POLICIES:

Please refer to the [SharePoint Intranet Room Request Form](#) when submitting your room reservation request. The following individuals have been designated as contacts for the scheduling of these spaces. Please note that all Non-College of Medicine groups requesting a space after normal business hours must first submit their request to Samuel McCray.

Policies Regarding Making a Request:

- Room reservations should be made at least 48 hours prior to the event using the [SharePoint Intranet Room Request Form](#).
- Prior to submitting your reservation request, all College of Medicine Persons, Groups, and Organizations should check appropriate calendar to make sure there are not any major competing events going on during the time of your request.
- No after hours events may be scheduled in the atrium on the evening(s) prior to a student exam.
- The number of people attending an event cannot exceed the capacity of the room being reserved.
- All approved events scheduled before or after normal work hours (Monday-Friday, 8:00am-5:00pm) MUST have a College of Medicine faculty/staff host (full-time status) in attendance at all times. The COM faculty/staff host must be familiar with the COM's policy & procedure relating to the scheduling of events.
- All events should be concluded by 9:30 p.m.
- In the event that a COM USPS or OPS employee is required to adjust their hours to work during an event the Employee Altering Work Schedule form must be completed and submitted to administrative.services@med.fsu.edu. Overtime will only be granted on a case by case basis.

Policies Regarding Security:

- Special arrangements must be made in advance with Tony Cooper at Tony.Cooper@med.fsu.edu if the event involves weekend hours.
- All College of Medicine and Non College of Medicine Persons, Groups, and Organizations will be required to compensate the COM security personnel at the overtime rate if the event involves after business hours or weekend hours. COM Departmental/Division budgets (E&G funds) may not be used for payment of security without prior approval of the Dean. Foundation accounts may be used without the Dean's approval.
- All Non-University Persons, Groups, and Organization will be required to compensate all additional security personnel at the rate of \$25.00 per hour for after hour events including weekends.

Policies Regarding Equipment:

- The College of Medicine is not responsible for acquiring tables, chairs, tents, plants, podiums, additional lighting [electrical or candles]), etc. for any events. Set-up, dismantling, and clean-up are the responsibilities of the event sponsor and must be completed as soon as possible after an event ends, but no later than the morning of the next business day.
- Tables, chairs, trash receptacles and podiums can be ordered through FSU Building Services for a nominal fee. Please contact them at 644-2424 and provide your departmental budget number.
- If audio-visual equipment is needed, the event sponsor is responsible for making arrangements with OIT when completing the [SharePoint Intranet Room Request](#)

For questions regarding this policy, please contact the College of Medicine facilities manager

Updated: Thursday, November 07, 2013

[Form](#).

- If IT staff is needed to assist with College of Medicine events held after normal work hours, appropriate fees for their assistance will be charged to the event sponsor's budget. COM Departmental/Division budgets (E&G funds) may not be used for payment of IT staff without prior approval of the Dean. Foundation accounts may be used without the Dean's approval.
- Non-College of Medicine Persons, Groups, and Organizations will be required to compensate an IT person at a rate of \$25.00 per hour for a minimum of 2 hours if the event requires use of audio-visual equipment.

Policies Regarding Food & Drink

- As a general rule, food and drink are not allowed in the COM classrooms or auditorium (except room 1306). Approval has been given for individuals to have lunch in the Auditorium during Grand Rounds only. Any exception to this rule will require approval by the Senior Associate Dean for Medical Education and Academic Affairs and the Associate Dean for Student Affairs.
- If alcohol is being served, an alcohol request memo should be forwarded to either the University's Vice President for Student Affairs or the Dean of Faculties. Please read [FSU's Alcohol Policy](#). Please note that a Licensed 3rd party vendor MUST be used to serve alcohol.

Policies Regarding Parking

- The College of Medicine has a limited number of visitor spaces that are available on a first come-first served basis for College of Medicine events only. Request must be made in advance with Tony Cooper at Tony.Cooper@med.fsu.edu.
- Special reserved parking arrangements can be made through the Office of Parking Services and are the responsibility of the event sponsor.

ADDITIONAL GUIDELINES FOR COLLEGE OF MEDICINE GROUPS

1. No classroom is "owned" by a particular course, faculty member, department or division. However, classes will be assigned to classrooms based on the needs of the curriculum in each year.
2. Room 1306 is not a classroom in the general "pool" and is only to be utilized for classes when there is no other option for holding that particular class. Room 1306 is available for COM special events and classes (when necessary) during or after normal work hours and may be scheduled for events requiring food and drink.

3. As part of the FSU family, our classrooms and large conference rooms are open to utilization by the University when not being used by us. Therefore, it is imperative that all COM needs for these rooms are scheduled well in advance prior to the beginning of the semester. In all cases, scheduling of COM classes will take precedence over any other use of the classrooms.

ADDITIONAL GUIDELINES FOR NON-COLLEGE OF MEDICINE GROUPS

1. University or Non-University academic groups may reserve the auditorium, atrium or any classroom space during or after normal work hours if approved by the Dean and an appropriate College of Medicine faculty/staff host is present. COM host does not have to be present if event occurs during normal work hours.

2. University or Non-University non-academic groups may not reserve any area space during or after normal work hours.

DEFINITIONS:

Non-College of Medicine Persons, Groups, and Organizations:

Any persons, groups, or organizations outside of the College of Medicine.

University Academic Persons, Groups, and Organizations:

Any persons, groups, or organizations that are part of, or operate on behalf of, the University in an official capacity, such as colleges, schools, divisions, foundations, or alumni organizations.

University Non-Academic Persons, Groups, and Organizations:

University student organizations, fraternities, sororities, and religious associations of a non-academic/social nature.

Non-University Academic & Non-Academic Persons, Groups, and Organizations:

Persons, groups or organizations outside of the university community which exist primarily for the purpose of carrying on commercial activity for profit or which otherwise exist primarily for private individual gain or benefit.



THE FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

MEMORANDUM

DATE:

TO: Mary Coburn, Ph.D., VP for Student Affairs

FROM: Please include your full name and title

RE: Request to Serve Alcohol

This is to request permission to serve (wine, cocktails, beer, etc.) at our (name of event) to be held on (date and time). This (type of event) will be held at (location). (Catering Service) will be handling the catering. (Target audience) is our target audience. I understand that approval will be granted only if the alcoholic beverages will be served in compliance with the procedures and provisions of the Florida State University Alcohol Policy and in accordance with federal and state laws and local ordinances.