



Room Use Policies

It is the policy of the College of Medicine – Phoenix (COM – P) that all conference, meeting, and teaching space be placed into a single pool of rooms. The COM – P shall have responsibility for scheduling all internal and external non-video events in these rooms. Videoconference requests will be coordinated through Biomedical Communications. The Special Events Coordinator (602-827-2007) can assist with contact information.

Priority will be given to all teaching needs for medical and graduate students, residents and faculty for room use, with the teaching needs of the COM – P having the highest priority. COM – P standing events shall have next priority and will be pre-scheduled for the calendar year whenever possible. All remaining unscheduled hours will be available on a first-come first-served basis, with the needs of the COM – P having the highest priority.

COM – P will try to accommodate not-for-profit External Organizations for educational and health-related events, as well as for events that benefit the Phoenix community through community-wide efforts to improve the economic, social, or political environment.

External organizations interested in scheduling conference room space on the Phoenix Campus will be required to complete an online Room Use Request form as well as executing a Facilities Use Agreement and providing a certificate of insurance to guarantee assumption of risk in the event that damages are incurred as a result of negligence in the part of the external organization or its members/participants. Forms are available under the UA Forms tab at <http://phoenix.roomuse.med.arizona.edu/request/new/>. These forms should be completed, signed and forwarded to the Phoenix campus by email at pbc-special events@email.arizona.edu or fax to 602-827-2078. No reservation will be confirmed until these form have been received.

Reservations for Conference Rooms may be canceled if Phoenix Administration personnel require the use of the room. Additionally, meetings scheduled in a mediated room that do not require mediation may be canceled if the room is required for mediation purposes. All attempts will be made to reschedule the canceled party to another room.

Users may request any room; however, requests will be considered on a case-by-case basis to promote maximum use of any available hours that may remain for any room.

Reservations for External Organization events shall be canceled to accommodate any in-house group who may need a room, should the need arise. In case of cancellations, the COM – P will attempt to find suitable, alternate accommodations for External Organization events.

Furniture is not to be moved except by COM – P staff. Room changes — before and after an event — shall be arranged in advance at the expense of the User requesting the change.

Vendors will be allowed to use the COM – P rooms only if an in-house department sponsors them. The sponsor must be in attendance and accepts full responsibility for the event. The department sponsor, not the vendor, shall request the room.

COM Phoenix Security and Facilities staff shall have unrestricted access to all facilities/rooms.

All properties are to be accounted-for and left in the condition they were found. The COM – P is not responsible for personal items, either lost or left in the room.

Nothing may be hung, pasted, or affixed in any manner to the facility walls, doors, windows, or floors. Candles, incense, or other flammable items may not be burned in any COM Phoenix facilities.

Alcoholic beverages are prohibited from any room, office, or area of the COM Phoenix Campus and the entire building complex. The building leasing office mandates this policy. On special occasions when alcohol is desired to be served, authorization shall be by permission of the President, or his/her designee, whose decision shall be final. The authorization shall be by written agreement containing the parameters of such authorization and appropriate provisions regarding liquor licensing, indemnification, liquor liability insurance and other insurance/surety requirements as may be required by the University's Risk Management Department. Please reference the University's Alcohol Policy and Regulations (adopted April 1991) for information and requirements, which states that alcohol permit application paperwork must be submitted 21 days in advance of the event.

Food and beverages are allowed in meetings, but the group reserving the room must arrange all catering. The COM Phoenix campus will not order or pay for food, but would be glad to provide a list of Phoenix catering services if needed. Please allow an additional half-hour at the start and end of a meeting that has catering.

Smoking is prohibited anywhere within the COM Phoenix. Designated smoking areas outside the buildings are marked.

The COM – P is a secure campus with doors remaining locked at all times. As a result, all external organizations are required to pay for security for the duration of the time doors are unlocked. This includes a ½ hour bridge time at both the beginning and end of the event. There will be an additional charge for security requests made less than 72 hours before an event.

A monetary penalty shall be charged for any impromptu cleaning and may lead to loss of room utilization privileges.

To the extent permitted by law, the User agrees to save and hold harmless the Arizona Board of Regents, the University of Arizona, the State of Arizona, and the COM – P from any damages that may occur to any person or property due to negligent or willful acts of employees, students, participants, spectators, or agents of the requesting group.

All groups using COM Phoenix Campus conference rooms and equipment are responsible for the following:

- a) Conducting yourself in a professional manner so as to not inconvenience to other groups using the COM Phoenix campus offices.
- b) Any carpet-cleaning expenses due to food or beverages being spilled by your group.
- c) Any repair or cleaning expenses for equipment that is misused by your group. If repair or cleaning is necessary due to misuse, your department will be responsible for the expense of all repairs. If equipment is faulty or needs normal maintenance, please notify Media Services by calling 602-309-2390.
- d) Cleaning the kitchen after each use, including the following:
 - i) Turn off coffee warmers and rinse all coffee pots that were used.
 - ii) Properly store or remove any leftover food.
- e) Do not dump used coffee grounds in the garbage disposal.
- f) Return equipment to its original location and storage containers.
- g) Wipe down tables if food and beverages were served.
- h) Clean whiteboards if used.
- i) If your group does not clean up or re-arrange room appropriately, you will be assessed a fee of \$50, or the fee charged to the COM Phoenix Campus by the cleaning company, whichever is higher.
- j) If your group leaves the room in an improper and/or messy condition a second time, you will be assessed a fee and future use will be suspended.