



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Use of Uniformed Services University of the Health Sciences Facilities

Instruction 5110

(TRS)

JAN 25 1999

ABSTRACT

This Instruction provides a detailed description of policies and procedures in place for use of the facilities at the Uniformed Services University of the Health Sciences (USUHS). Included is a list of scheduling priorities and their application to different requestors. Also included is a description of charges that may be incurred as well as a checklist of areas of support for meetings held at the USUHS.

A. Reissuance and Purpose. This Instruction:

1. Reissues USUHS Instruction 5110^a;
2. Cancels USUHS Instruction 4104^b;
3. Establishes policies and procedures for the use of USUHS facilities; and
4. Assigns responsibilities in compliance with requirements of DoD Instruction 1000.15^c and USUHS Instruction 1005^d.

B. References. See *Enclosure 1*.

C. Applicability. This Instruction applies to all facilities of the USUHS.

D. Definitions. See *Enclosure 2*.

E. Policy.

1. Facilities Available.
Enclosures 3 and 4 list those USUHS facilities available for general use.

Enclosure 5 lists those facilities available only for special purposes.

2. Priority for Use.

a. Priority for use of all USUHS general purpose facilities normally will be as follows:

(1) Medical and graduate (to include Graduate School of Nursing (GSN)) student education (except as noted in paragraph E.2.b. below);

(2) USUHS committees and board meetings;

(3) Courses for USUHS employees sponsored or approved by the Civilian Human Resources (CHR) or Military Personnel Office (MPO);

(4) USUHS-sponsored and co-sponsored continuing education functions;

(5) Departmental seminars and meetings;

(6) USUHS, departmental, and student functions other than those listed above;

(7) Henry M. Jackson Foundation for the Advancement of Military Medicine (HMJF)/USUHS conferences;

(8) Non-USUHS conferences and functions with a USUHS sponsor;

(9) Non-USUHS/U.S. Government functions; and

(10) USUHS-sanctioned, non-profit organization functions (i.e., USUHS students wives' clubs, etc).

b. Graduate student classes will have priority for the use of Classroom A, Conference Rooms A2054 and A2040, the Computer Lab (Room A2058), and the Learning Resource Center (LRC) Rooms (D2001, D2002, D2013).

c. All functions at the USUHS must have a USUHS sponsor. This sponsor or designate should be present at the function. The sponsor must be an employee of the USUHS. Members of the HMJF who do not work on campus may not sponsor functions that have no relation to the mission of either the USUHS or the HMJF.

d. Exceptions to these priorities may be authorized only by the President, USUHS, through the Dean, School of Medicine (DEN) or Dean, GSN.

3. Participation by USUHS Personnel.

Non-USUHS organizations and groups using the USUHS facilities must have a USUHS sponsor and must agree to permit other USUHS personnel to participate in their meetings, workshops, and similar functions to the extent of up to 10% of the total number of participants. USUHS personnel will be permitted to attend without charge, except that an appropriate fee for meals or other costs of a personal nature, which are included in

any registration fee or are paid separately, may be assessed to the USUHS participants.

4. Scheduling.

For more information pertaining to scheduling, see the Procedures.

5. Group Size and Parking.

a. The Auditorium, which will accommodate 353 people, is the largest single room available.

b. All parking and security arrangements for events at the USUHS must be coordinated through the USUHS Security Office (SEC) at (301)295-3303. Special visitor parking and limited parking is only available for groups of less than 25 attendees. See the Procedures for more information.

6. Audiovisual Services.

a. The USUHS auditorium, classrooms, and conference rooms are equipped with 35mm Kodak carousel slide projectors, blackboards (with chalk), overhead projectors, and pointers. The auditorium and classrooms are also equipped with 16mm movie projectors. In addition, there is some capability for computer projection and video-conferencing.

b. Persons or groups using the USUHS facilities may use this equipment, but should contact the Multidiscipline Laboratories (MDL) Office at (301)295-3301, no less than 72 hours in advance to confirm their needs, determine access procedures, and arrange for an orientation on the operation of the audiovisual equipment. The contact person for the group holding the meeting should arrange for a qualified person who is

familiar with the type of equipment to be used. If such a person is not already available to the group, the USUHS strongly encourages the hiring of such an individual. The MDL is not sufficiently staffed to provide projectionists.

c. All switches, buttons, knobs, etc., which are to be used or not to be used are clearly marked on the equipment in the rooms.

d. Audiovisual equipment may not be removed.

7. Telephone Service.

Telephone Service will not be provided for non-USUHS functions. Pay phones are located throughout the USUHS. Non-USUHS groups may arrange for installation of additional telephone service, at their expense, by contacting the Communication Coordinator at (301)295-3667, with at least a three week notification. For teleconferencing requirements *see Enclosure 6*.

8. Food and Beverages.

a. Light refreshments, such as doughnuts and coffee, may be served at meetings held in the USUHS, with the exception of the Auditorium. No food or beverages will be served or consumed in any laboratory being used for a hands-on demonstration of analytical equipment requiring the use of blood or tissue samples.

b. Meals are not usually served in any USUHS facility, except the Cafeteria and the Executive Dining Room. Approval to serve a meal in any other area must be obtained from the President, USUHS. Guidelines for serving meals are described in *Enclosure 5*. Food served by outside

caterers (other than the USUHS cafeteria concessionaire) are subject to a fee, payable to the USUHS Post Restaurant Fund as per the percentage of the gross price listed on the current USUHS Form 5110, *see Enclosure 7*. The USUHS caterer should be given first option. If unavailable, and an outside caterer must be used, the sponsor must contract directly with the USUHS janitorial service. Outside caterers are not authorized use of the USUHS kitchen facilities.

c. It is overall policy that alcoholic beverages will not be served or consumed within the USUHS complex. As an exception, approval to serve wine or beer, or spirits within a designated area (i.e., Executive Dining Room or Cafeteria, may be granted by the President, USUHS). Approval will usually be limited to after-duty hours, 1600 hours or later, or Saturdays or Sundays. Spirits may only be served if provided by the MWR Concessionaire.

d. After hours potluck functions are required to contract directly with the USUHS janitorial service for cleaning.

9. Clean-up of Facilities.

All groups are expected to leave the facilities clean and in an orderly condition following their use. All trash is to be removed and furniture returned in the original condition and location as at the start of the function. It is the responsibility of the USUHS sponsor to assure that this function is performed. The sponsor for non-USUHS meetings will be responsible for the coordination, negotiation, and payment of the cleaning requirements of the particular meeting site directly with the USUHS cleaning contractor.

10. Unauthorized Use.

Except as authorized in this Instruction, for-profit organizations are not authorized to use the USUHS facilities. Products of for-profit organizations will not be sold on the USUHS property, except in Naval Exchange stores or authorized facilities, and may be displayed only in accordance with this Instruction. Meetings, regardless of sponsorship, having a political, discriminatory, or other purpose are in violation of DoD regulations.

11. Support Personnel Expenses.

The sponsoring organization of a non-USUHS meeting being held during non-duty hours must arrange for payment of support personnel required for the meeting (i.e., extra guards, projectionists, cleaning crew, etc.).

12. Directions.

Signs, directional arrows, and notices will be posted on USUHS sign stanchions or bulletin boards only. Posting signs on USUHS walls, doors, or elevators is prohibited.

13. Loss of Privilege.

Any sponsor or organization who fails to adhere to these policies will lose the privilege of utilizing the USUHS facilities. In addition, any outside group not adhering to the policies in this Instruction will be asked to leave and no further activities of this group will be supported or scheduled by the USUHS.

F. Responsibilities.

1. The President, USUHS shall apply the provisions of this Instruction as it pertains to the Board of Regents' Room.

2. The Director, Learning Resource Center shall apply the provisions of this Instruction as they pertain to LRC facilities.

3. Department Chairs shall apply the provisions of this Instruction as they pertain to departmental facilities.

4. The Coordinator, Multidiscipline Laboratories shall apply the provisions of this Instruction as they pertain to general-use facilities.

5. Sponsoring Organizations shall:

a. Pay expenses for any extra security guards, janitors, or MDL personnel required for non-USUHS functions held after duty hours, or on weekends or holidays. Payments will be made directly from the sponsoring organization to the Custodial Contractor or MDL employee (who must be in an official non-duty status while working to support such functions). Payment for additional security guard service must be coordinated through the USUHS SEC. Unavailability of such extra personnel support may be grounds for denial or revocation of authorization to use the USUHS facilities;

b. Be responsible for a security and safety briefing of personnel attending meetings. The briefing will include details on access/exit, and evacuation procedures during an emergency; and

c. Be responsible for support of the particular meeting or function if the organization using the facilities fails to meet its obligations.

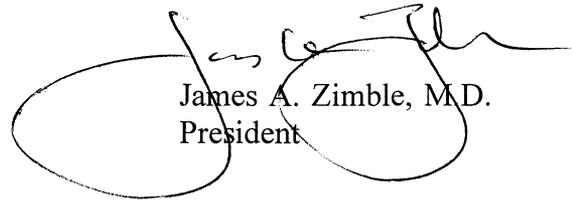
6. The University Sponsor shall ensure that appropriate arrangements are made between the organization and the USUHS,

to include security, parking, janitorial service, control of members, etc. In addition, he/she will be physically present at the USUHS during the scheduled activities in the USUHS facilities, see *Enclosure 8*.

7. The USUHS Cafeteria Officer shall oversee the use of the cafeteria, food served, and cleanup.

8. Adjunct Faculty Members shall be geographically billeted within one hour of the USUHS to ensure they are able to fulfill the responsibilities of a USUHS sponsor (i.e, direct coordination of the meeting with the MDL staff).

G. Procedures. See *Enclosure 9*.



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Definitions
3. General Purpose Facilities
4. Departmental Conference Rooms
5. Limited-Use Facilities
6. Teleconferencing Requirements
7. USUHS Form 5110, "Request for Use of USUHS Dining Facility(ies)"
8. Responsibilities for Groups Using USUHS Facilities
9. Procedures

REFERENCES

- (a) USUHS Instruction 5110, "Use of Uniformed Services University of the Health Sciences Facilities," dated August 12, 1985 (hereby cancelled)
- (b) USUHS Instruction 4104, "Scheduled Use of Board of Regents' Rooms and USUHS Dining Facilities," dated October 24, 1990 (hereby cancelled)
- (c) DoD Instruction 1000.15, "Private Organizations on DoD Installations," dated October 23, 1997
- (d) USUHS Instruction 1005, "Private Organizations at USUHS," dated January 17, 1990
- (e) USUHS Instruction 5000, "Individual and Small Group Study Rooms in the Learning Resource Center," dated August 10, 1982

DEFINITIONS

1. Continuing Education Functions: Any function sponsored or co-sponsored by the USUHS for which continuing education credit is available through the Office of Continuing Education for Health Professionals (CHE).
2. Private For-Profit Organizations: Any organization offering a product or service for purchase by the USUHS or its faculty, staff, or students (i.e., military uniform items, books, laboratory supplies, and equipment) and not recognized as non-profit by the Internal Revenue Service (IRS).
3. Private Non-Profit Organizations: Any organization recognized as a "Non-Profit" or "Not-for-Profit" organization by the IRS.
4. Sponsor: Any full-time USUHS faculty member, student, or staff member, military or civilian, in addition to other faculty members who are geographically billeted within one hour of the USUHS.
5. USUHS Function: Any function wholly sponsored by USUHS personnel and intended primarily for participation by USUHS personnel (i.e., medical student classes, graduate student classes, continuing education programs, and USUHS committee or board meetings).

GENERAL PURPOSE FACILITIES

ROOM	CAPACITY
Sanford Auditorium	353
Classroom A	54
Classroom B	54
Classroom C	100
Classroom D	188
Classroom E	198
Conference Room A-2052	30
Conference Room A-2053	30
Conference Room A-2054	30
Conference Room A-2011	20
Conference Room A-2015	20
Conference Room A-2040	10
Conference Room B-3004	10
Conference Room B-4004	10
MDL Laboratories	24 per lab
ATL Laboratory	Varies with use
Building Lobbies	Varies with use
Outdoor Plaza Between Buildings	Varies with use
Room D2-001	8
Room D2-002	8
Room D2-013	12

To schedule use of these facilities contact the MDL Office at (301)295-3301.

DEPARTMENTAL CONFERENCE ROOMS

DEPARTMENT	ROOM NO.	CAPACITY	CONTACT
Anatomy	B-2090	12-14	295-3200
Biochemistry	B-4046	10	295-3550
Medicine	A-3065	12	295-3602
Microbiology	B-4144	10	295-3400
Neurology	A-1036	6	295-3840
Pathology	B-3102	10-12	295-3450
Pharmacology	C-2015	10	295-3223
Physiology	C-2120	10	295-3500

To schedule use of these facilities contact the MDL Office at (301)295-3301.

LIMITED-USE FACILITIES

The following facilities are available for limited use as described:

1. Dining Facilities - The small dining area and Executive Dining Room with kitchen may be reserved for special functions sponsored by USUHS personnel or groups, or for USUHS hosted activities. The cafeteria may be reserved for evening meals such as alumni dinners and Dining-In's. It may also include similar events, but is limited to students and other USUHS members who are billeted to the USUHS and have a permanent appointment. All arrangements for food service must be made with the manager of the USUHS Cafeteria. Reservation requests must be completed on USUHS Form 5110, *see Enclosure 7*. Multiple requests require a separate form for each request. All functions are scheduled on a first-come, first-served basis. Reservations may be made up to a year in advance. The USUHS Office of University Affairs (OUA) administers the requests. The Director, OUA, or the designee will make the final rulings on dining room reservations, in the event of a discrepancy. Unless waived by the President, USUHS, the priority for scheduling will be the same as appears in E.2 of this Instruction.

2. Group Study Rooms in the LRC - as stated in USUHS Instruction 5000^e, these rooms, with the exception of D2001, D2002, and D2013, will not be reserved in advance for any purposes other than for interviews of student applicants as requested by the Assistant Dean, Admissions and Academic Records (ADM).

3. Board of Regents' Rooms (D3001, D3002, D3003) - Use of these rooms is limited to official USUHS activities sponsored by the Board of Regents; President, USUHS; DEN; or Dean, GSN. As stated in this Instruction, requests to use these rooms must be in writing and submitted to the Administrative Specialist to the President, USUHS.

TELECONFERENCING REQUIREMENTS

1. Rooms with satellite or teleconferencing capability must be scheduled with the Multidiscipline Laboratories (MDL). In addition, equipment may be required based on the type of conferencing that is being considered.
2. Audio Visual (AVC) must be contacted if satellite video exchange is going to take place.
3. University Information Systems (UIS) must be contacted:
 - a. For the appropriate satellite connection; and
 - b. To ensure the proper phone lines are available and compatible for the project.

REQUEST FOR USE OF USUHS DINING FACILITY(IES)

(See back of form for Instructions)

Today's Date: _____

Group or Organization Name: _____

Event Purpose or Title : _____

Event requested for: Date: _____ Number of Attendees: _____

Time (Beginning) _____ (a.m.) (p.m.) Time (Ending) _____ (a.m.) (p.m.)

Facility(ies) Requested: See back of form for instructions on Lobby Reservations.

- Executive Dining Room (seats 25 max) Small Dining Room Main Dining Room

- Contracts: Cleaning Contract * see note below Security Contract
(if held after normal working hours, see reverse for instructions)

*If clean up is not satisfactory after a scheduled event, with or without food, the Sponsor will be held monetarily liable for cleaning services charged to the University.

Food Source:

- USUHS Cafeteria (Self service line) USUHS Cafeteria (Catered service)
 Pot Luck or Self-catered None (required or desired)

Beverage:

- Non-Alcoholic beverages are requested
 Alcoholic beverages (only USUHS catered, and ONLY AFTER HOURS—see instructions on back of form)

USUHS Event Sponsor	Sponsor's USUHS Department Chair or Activity Head	Non-USUHS Organization's Point of Contact
_____ Typed or Printed Name and Office Code	_____ Typed or Printed Name and Office Code	_____ Typed or Printed Name
_____ Signature and Date	_____ Signature and Date	_____ Telephone Number
_____ Office Telephone Number	_____ Office Telephone Number	_____ Office Fax Number
_____ Office Fax Number	_____ Office Fax Number	_____ Outside Organization Name & Address
_____ Home Telephone Number	_____ Home Telephone Number	_____
Attending Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attending Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Confirmation (this section for *Uniformed Services University* use only)

Event Approval:
 Yes No _____
University Affairs (Staff) Signature Date

Alcoholic Beverage Use Approval:
 Yes No _____
Director, University Affairs Signature Date

Instructions

1. **SPONSOR RESPONSIBILITIES:** The USUHS Sponsor and/or the Point of Contact are personally responsible for ensuring that the room(s) are clean and restored to their original configuration following conclusion of the scheduled activity. Tables and chairs must be in proper configuration, trash, audio visual equipment and excess tables & chairs must be removed after each use. If a room or facility is not clean and orderly prior to a function or event, the Sponsor must notify the Cafeteria Manager or University Affairs staff immediately.

2. **CATERED EVENTS:** Sponsors of events catered by the USUHS Contract Caterer should make an agreement for clean up with the Cafeteria Manager at (301) 493-6554. Clean up arrangements for weekend events should be made directly with MAKRO Janitorial Service at (301) 948-3395 or at their USUHS Office at (301) 564-3470.

If an outside caterer is used, cleanup (to include removal of ALL garbage off the premises) must be arranged by the outside caterer or with MAKRO. A copy of the contract or arrangement must be presented to the University Affairs Office before approval for use of the room will be considered.

If cleanup is not satisfactory after a scheduled function, with or without food, the Sponsor will be monetarily liable for the cleaning service charged to the University.

3. **UNIVERSITY PARKING:** All USUHS members who sponsor or schedule meetings, presentations, conferences or social events during a regular work day (Monday - Friday between 0600-1600 hours) **MUST** make special parking arrangements for groups in excess of 25 people. Attendees who are not assigned to the University are asked to use alternative means of transportation such as public transportation, taxis or shuttle buses. The USUHS Security Office can provide assistance in making special parking arrangements/including disabled.

4. **NON-USUHS FUNCTIONS:** All non-USUHS organizations require a University sponsor who will obtain the organization's Point of Contact name, signature, telephone number and address for inclusion on the reservation form. Incomplete forms will not be approved and the reservation will not be confirmed.

5. **SECURITY REQUIREMENTS:** All functions held after normal duty hours, on weekends or holidays must be coordinated with USUHS Security Office. Because University Security is a contract operation, there normally will be a charge for additional security guards or security requirements; negotiations regarding the need and cost of guards are made with the USUHS Security Office at (301) 295-3033/3654.

6. **LOBBY RESERVATIONS:** Reservations for use of any of the USUHS Building Lobbies can be made through the MDL Office. It is the Sponsor's responsibility to reserve these spaces using a USUHS form 4104 to confirm availability of the Lobby. Cleanup and Security requirements are also applicable to Lobby reservations.

7. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are not authorized unless approved by the Director, University Affairs. **NOTE: Alcoholic beverages will only be served by the USUHS Cafeteria Contractor/Manager and only after regular duty hours.**

8. **COMMERCIAL CATERER:** Requests for use of an outside commercial caterer (**for food and non-alcoholic beverages only**) must be submitted in writing (letter or memorandum format) to the Director, University Affairs (OUA). See number 1 above regarding clean up requirements. Approval will only be granted when the event or function is considered to be in the best interest of the University. Outside food companies that provide catering within USUHS facilities are required to reimburse the Post Restaurant Fund Committee with 10% of the total cost of the contract. A copy of the catering contract to include cleanup, and a check made payable to the "**USUHS Post Restaurant Fund**" is required before approval of outside caterer will be considered.

9. **IMPORTANT TELEPHONE NUMBERS:** USUHS Contract Caterers: The USUHS Cafeteria Manager can be reached at (301) 493-6554 and the Officers' Club Manager can be reached at (301) 652-6318. To request set-up and demonstration of Audio Visual Equipment call the MDL Office at (301) 295-3301. To request set-up and removal of additional tables and chairs call Property Management Office at (301) 295-3435. University Information Systems (for computers, telephones, etc. (301) 295-9800. USUHS Security (301) 295-3654. USUHS Facilities Department (301) 295-3045. University Affairs Office (inform of VIP attendance at events) call (301) 295-3166.

10. **SUBMIT FORMS TO:** Completed forms must be turned in to: USUHS, Office of University Affairs, Room B-1009, 4301 Jones Bridge Road, Bethesda, MD 20814-4799, or FAX to (301) 295-3757. For additional information or questions, telephone: (301) 295-3166 or 1(800) 515-5257.

Additional information may be found in USUHS Instruction 5110.

RESPONSIBILITIES FOR GROUPS USING USUHS FACILITIES

Dining Facilities

A "Request for Use of USUHS Dining Facilities," USUHS Form 5110 must be completed with proper signatures in order to secure space. Guidelines to fill out this form are provided in USUHS Instruction 5110. Completed forms may be faxed to the Office of University Affairs, B1009, ATTN: Secretary, at (301)295-3757.

Meeting Facilities

Anyone wishing to reserve USUHS lecture rooms, conference rooms, the auditorium, or common areas such as lobbies or the courtyard/breezeway must complete a "Request for Use of Facilities at USUHS," USUHS Form 4104 or USUHS Form 4111 and return it to the Multidiscipline Laboratory (MDL) Department for approval. A confirmation copy may be picked up by the POC in the MDL office or will be returned through the inner office mail.

All Facilities

Alcoholic beverages are not authorized in Dining Facilities except by approval of the President, USUHS or the Director, University Affairs, and only when these beverages are served by the USUHS contract caterer. Non-alcoholic beverages and light snacks are permitted into the function rooms, however, the sponsor is responsible for ensuring that all trash is disposed of properly.

Approval of an outside commercial caterer will only be granted in the Dining Facilities if it is determined by the Director, University Affairs, to be in the best interest of the USUHS.

After Hours Functions

All functions after regular duty hours, on weekends, or on holidays must be coordinated through the USUHS Security Office (301)295-3033. There may be a charge for additional security guards for non-USUHS sponsored events. The Sponsor must identify themselves to the security guard (Room G192) and serve as POC through the entire meeting. The Sponsor must meet with the guard at the conclusion of the event to confirm the function has ended and that space utilized has been left in the same order it was received.

Sponsors must:

1. Be physically present at the meeting and act as the official USUHS host;
2. Serve as the USUHS POC to coordinate all support required for the meeting;
3. Ensure that no for-profit sales transactions of any kind are permitted. Registration fees above and beyond what is necessary to cover the cost of the meeting are not permitted;

Enclosure 8

4. Make all support requests at least 30 days in advance of the meeting;
5. Make certain all audio visual equipment or furniture is returned to their original locations;
6. Ensure the number of participants does not exceed the number specified on the reservation form;
7. Ensure the meeting begins and ends on time; and
8. Inform the Office of University Affairs of any VIPs in attendance.

Attachments:

1. USUHS Form 4104, "Request for Use of USUHS Facilities".
2. USUHS Form 4111, "Request for Use of USUHS Facilities - Laboratory Request Only"

REQUEST FOR USE OF USUHS FACILITIES

Conference and Lecture Room Request ONLY

TODAY'S DATE: _____

PLEASE SEND REPLY THRU MAIL PLEASE SEND TO STUDENT M-BOX I WILL PICK-UP REPLY
BOX NUMBER _____

FROM: Sponsor	Department/Organization
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REQUESTS PROCESSED AT 1000 AND 1400 HOURS DAILY

Title and/or Purpose of Meeting	Number of Attendees	Medical Student Teaching <input type="checkbox"/> Other <input type="checkbox"/> Graduate Student Teaching <input type="checkbox"/>
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ROOM REQUESTED	DATE REQUESTED (ONE DATE PER LINE)	STARTING TIME	COMPLETION TIME	CONFIRMED IN (MDL USE ONLY)

ALL MDL CONFERENCE ROOMS ARE EQUIPPED WITH: 35 MM SLIDE PROJECTOR 16 MM MOVIE PROJECTOR OVERHEAD PROJECTOR BLACK BOARDS MONITORS 3/4" and 1/2" UMATIC VCR's WOODEN POINTERS	1. Do you require any teleconference capability? <input type="checkbox"/> YES <input type="checkbox"/> NO (PLEASE LIST UNDER REMARKS) 2. Do you require computer projection? <input type="checkbox"/> YES <input type="checkbox"/> NO (MAKE RESERVATIONS WITH A.V. TECHS)
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ALL LOAN EQUIPMENT MUST BE RESERVED WITH THE MDL A.V. TECHNICIANS. TO MAKE ARRANGEMENTS FOR PICK-UP PLEASE CALL 295-0499/9566.

*** SPONSOR WILL BE RESPONSIBLE FOR MDL ROOM AND EQUIPMENT *
(PLEASE SEE REVERSE SIDE FOR RESPONSIBILITES)**

Remarks: _____

TELEPHONE NUMBER:	SIGNATURE:
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FOR OFFICE USE ONLY

Security Concurrence	# of Guards Required	Confirmation
Signature-Support Services		Authorizing Signature
Date		Date

★ U.S. GPO: 1997-418-296/61906

REQUEST FOR USE OF USUHS FACILITIES
Laboratory Request ONLY

Enclosure 8
Attachment 2

PLEASE PRINT AND PRESS FIRMLY

Date of Request	PLEASE SEND REPLY THRU MAIL <input type="checkbox"/>	I WILL PICK-UP REPLY <input type="checkbox"/>
FROM: Sponsor	Department/Organization	

REQUESTS PROCESSED AT 1000 AND 1400 HOURS DAILY

Title and/or Purpose of Meeting	Number of Attendees	Medical Student Teaching <input type="checkbox"/> Other <input type="checkbox"/> Graduate Student Teaching <input type="checkbox"/>
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LAB REQUESTED	DATE REQUESTED (ONE DATE PER LINE)	STARTING TIME	COMPLETION TIME	CONFIRMED IN (MDL USE ONLY)

If additional labs are needed, please attach a listing

<u>LAB EQUIPMENT REQUIRED:</u> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<p>ADDITIONAL EQUIPMENT (LISTED BELOW) MAY BE RESERVED AND CHECKED OUT FROM THE MDL. THIS EQUIPMENT IS LOANED ON A FIRST-COME, FIRST-SERVE BASIS.</p> <p>TELEPHONE, EASEL, SIGN STANCHIONS, POSTER BOARDS, MICROPHONES, 1/2" VCR/MONITOR, PANEL DISCUSSION SET-UP</p> <p><u>THE ABOVE LOAN EQUIPMENT MUST BE PICKED UP FROM ROOM A2008 OR ROOM A2030 BETWEEN 1200 - 1300 HOURS.</u></p>
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Remarks: _____

TELEPHONE NUMBER:	SIGNATURE:
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FOR OFFICE USE ONLY

Security Concurrence	# of Guards Required	Confirmation
Signature-Support Services		Authorizing Signature
Date		Date

PROCEDURES

1. The Coordinator, Multidiscipline Laboratories (MDL) will schedule the Sanford Auditorium, classrooms, USUHS conference rooms, and common areas such as building lobbies and the courtyard/breezeway by using USUHS Form 4104 or 4111. Room requests will not be made over the telephone; proper forms must be filled out for all requests. An Event Checklist is provided for use when scheduling an event at the USUHS. Annual room scheduling for medical and graduate student teaching is accomplished during the June-July time frame. The MDL schedules rooms daily for requests other than those required on an annual basis. The Sanford Auditorium may be scheduled up to one year in advance for national/regional meetings occurring in January through April, July, or October through December.
2. Scheduling of rooms during secure hours (1900 - 0600 hours, Monday through Friday, weekends, and holidays) will be routed through USUHS SEC for determination of the number and availability of guards required, in addition to checking for possible conflict with other after duty hours activities.
3. In recognition of the fact that it is difficult to obtain firm commitments of presentation dates from distinguished speakers of national stature, the Auditorium may be booked for a one week "holding period." This holding period will represent the one week during which the distinguished speaker can commit himself/herself to speak. A final commitment (i.e., the day on which the distinguished speaker will present) must be submitted in writing to the MDL office no less than 3 months prior to the holding period. If the sponsor fails to advise the MDL office of his/her final choice of dates, the Auditorium will be rescheduled with other pending requests without notification.
4. Scheduling of departmental conference rooms may be arranged as described in *Enclosure 4*.
5. Scheduling of limited-use facilities may be arranged as described in *Enclosure 5*.
6. Parking is not available during the regular work/class day (0600-1600 hours) for groups in excess of 25 attendees not assigned at the USUHS. These attendees will be required to use alternative methods of transportation. USUHS sponsors should contact the USUHS SEC ((301)295-3033) for information on alternative methods of transportation and other available parking locations.

Limited parking is available during the regular work/class day (0600-1600 hours) for groups of less than 25 attendees. The names of the attendees should be provided to the SEC Office at least seven days prior to the event.

Reserved parking (15 spaces) is available on a daily basis for distinguished guests and visiting lecturers. Special visitor parking permits must be coordinated through the USUHS SEC Office 48 hours before the special parking is required.

During building secure hours (1900-0600 hours Monday through Friday, weekends, and holidays) parking is available for groups in excess of 25 attendees.

7. Events that are scheduled during building secure hours (1900-0600 hours Monday through Friday, weekends, and holidays) may require additional security guard service. When additional security guard service is required for non-official USUHS functions, the sponsoring organization will be required to pay for this service by check or cash.

When additional security guards are not required for both official and non-official events scheduled during building secure hours, USUHS sponsors will be required to provide the following:

- a. An alphabetical list of attendees not assigned to the USUHS to the USUHS SEC;
- b. When the event occurs, identify themselves as the event sponsors to the contract security guard personnel on duty in Room G192;
- c. Instructions to attendees on directions to the USUHS and gates that are open and closed during secure hours; and
- d. Advise event attendees that access into and exit from the USUHS during secure hours is only permitted at the security guard station location on the ground floor of Building B.

Attachment:
Event Checklist

EVENT CHECKLIST

This checklist is to assist you when you are planning an event. It gives you the name of each department you will need to contact and the forms needed for each activity. Please make arrangements with these departments at your earliest convenience so they may schedule accordingly.

MULTIDISCIPLINE LABORATORIES (MDL):

295-3301

All MDL conference rooms contain a 35mm slide projector, 16mm movie projector, overhead projector, black board, monitor 3/4" Umatic VCR, and wooden pointer. The Auditorium also contains a laser pointer, VHS 1/2" VCR, and a cassette recorder in addition to the above listed equipment. Additional equipment can be loaned to your group. Since there is a limited number of supplies, equipment must be reserved in advance, and is on a first come, first served basis. Telephones, flip charts, easels, sign stanchions, poster boards, microphones, 1/2" VCR/Monitors, and panel discussion set-up, are some of the items that may be borrowed from the MDL. The lecture halls and the Auditorium are permanently set up in an amphitheater style. The conference rooms are set up with conference tables.

- Room Reservation Form completed (USUHS Form 4104)
Auditorium, Lecture Halls, Conference Rooms, Lobbies of Buildings, Breezeway, Outdoor Amphitheater, Courtyard
- Have you reserved extra Audio Visual Equipment through MDL?

OFFICE OF UNIVERSITY AFFAIRS (OUA):

295-3886

- Room Reservation Form completed (USUHS Form 5110)
Main Dining Room, Small Dining Room, Executive Dining Room
- Notify OUA of any VIPs in attendance.
- Fax a copy of the agenda to the OUA (301)295-3757.
- Cleaning should be the responsibility of the sponsor. Contract directly with the USUHS cleaning contractor and provide a copy of the contract to the OUA.

PROPERTY MANAGEMENT:

295-3435

- Work request completed (USUHS Form 5335)
- Tables _____ (#) Deliver where? _____ Date & Time _____
- Chairs _____ (#) Deliver where? _____ Date & Time _____
- Time & Date items can be removed _____

FACILITIES (FAC):

295-3045

- Work request completed (USUHS Form 5335)
- Check Lights _____ (room)
- Flags needed _____ (room). Please reserve the flag you need, we have a limited inventory of flags. (Please specify: State Government, Uniformed Service, Foreign Country, indoor/outside).

List Flags _____

- Will need Air Conditioning/Heat _____ (room)
- Check Restrooms for cleanliness and supplies.
- Other _____

SECURITY (SEC):

295-3033

- Memorandum completed.
- Reserved Parking Spaces _____ (#). (Reserved spaces are for VIPs only, 10 spaces maximum).
- Arrange for extra guard coverage (for after hours functions only).
- Do you need special parking for the disabled? (Oversized vehicle, larger parking area)
- Other _____

OTHER:

- Do you need special phone lines? (USUHS Form 5302)
University Information Systems: (301)295-9800
Please be aware this will take approximately 5 weeks.
- Do you require catering? (Luncheon, Coffee, Soft Drinks, Water, etc.).
Contract Caterer: MWR (301)493-6554
- Did you inform the USUHS of any shipments of material, rented equipment, etc?
Logistics: (301)295-3055
- Computer Connections? Ethernet Card?
University Information Systems: (301)295-3304
- Do you need Audio Visual Support? (Video, Photographer, etc.).
Audio Visual: (301)295-3337
- Will you need access to or will you bring your own office equipment? (Fax Machine, Copiers, etc.).
- _____