

To: UMB School Of Medicine Organizational Units

From: Louisa Peartree, MBA 
James Peach, MBA 

cc: Christopher P. O'Donnell, PhD

Date: 8/21/23

Re: SOM Event Space Utilization – HSF III Atrium

To ensure the continuity of academic and research operations in the HSF III building, all events planned for the ground floor atrium space must be scheduled in advance and will not be permitted before 3:00 PM Monday through Friday. Any event proposed to occur in the atrium before 3:00 PM Monday through Friday requires preapproval from the School Of Medicine Dean's Office, Office of Resource Management.

Information and operational guidance relating to hosting and scheduling events in SOM spaces may be found at the following link:

<https://www.medschool.umaryland.edu/ofrm/Facilities--Operations/>

The Event Planning section includes contacts for reserving spaces, links for requesting support services, and diagrams of approved furniture placements.

Thank you for your attention to these policies, procedures, and guidelines as you consider hosting events in SOM facilities.

