

## School of Medicine Operational Guidance - Events / Event Scheduling

- I. This communication is provided to outline the policies and procedures for hosting events in School of Medicine facilities. The scope of the potential venues covers all spaces while highlighting larger gatherings in public facing areas such as building lobbies and atriums.

Events need to be planned. Campus service providers who support events require 14 days' notice. Campus Services are described in detail in Section III.

Once an event date, time and location has been determined, the managing organization must notify the SOM Dean's Office, Office of Resource Management at the following email address: [operations@som.umaryland.edu](mailto:operations@som.umaryland.edu)

- **Name/Description of the Event**
- **POC / Event Coordinator**
- **Calendar Date(s)**
- **Start and End Times** (*Please include set-up and breakdown*)
- **Approved/Reserved Locations**
- **Planned # of Attendees**
- **List of Vendors Supporting the Event & Service Provided**

- II. All School of Medicine gathering places have a maximum number of persons permitted to occupy the space at one time. These numbers can vary depending on the tables, and other furnishings being placed to support the event.

Below is initial guidance on capacities of spaces commonly reserved for events. Please note that capacities are reduced when tables and chairs are included in the event. When tables and or chairs are planned a review of the setup is required by SOM operations and campus officials. A floorplan must be provided that shows the proposed table and chair arrangement.

### **MSTF Atrium & Leadership Hall:**

- Combined Hall and Atrium Capacity 712 persons.  
*\*Note that this capacity is for the building floor, at no time can the combined attendance in the hall and atrium exceed 712 persons. Atrium is standing only.*
- Leadership Hall Only seating capacity 675 persons.
- Atrium capacity with maximum table and chair set up, 32 5' round tables x 8 people per table, 256 persons. *\*Note that the tables must be arranged to stay outside of the emergency exit pathways. See example diagram.*
- With a reduced number of tables and chairs needed, a higher capacity may be possible. Plans for different table and chair arrangements must be reviewed in advance to determine the maximum occupancy before the event can take place.

### HSF III Ground Floor Atrium

- Atrium maximum occupancy 733 persons – Standing only  
Atrium capacity with maximum table and chair set up, 19 5' round tables x 8 people per table, 152 persons. *\*Note that the tables must be arranged to stay outside of the emergency exit pathways. See example diagram. With a reduced number of tables and chairs needed, a higher capacity than 152 may be possible.*
- The scenarios described above assume that all existing furniture is removed from the space. Plans for different table and chair arrangements must be reviewed in advance to determine the maximum occupancy before the event can take place.
- **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 – [operations@som.umaryland.edu](mailto:operations@som.umaryland.edu).**

### HSF III Ground Floor Seminar / Symposium Room

This space has a maximum occupancy of 90 persons. Room reconfigurations are possible from lecture / seminar to group work.

### HSF II Lobby

- Lobby maximum occupancy 250 persons – standing only
- Lobby capacity with 12 5' round tables x 8 people pre table, 96  
*\*Note that the tables must be arranged to stay outside of the emergency exit pathways. See example diagram. With a reduced number of tables and chairs needed, a higher capacity than 96 may be possible. Plans for different table and chair arrangements must be reviewed in advance to determine the maximum occupancy before the event can take place.*

### HSF II Outdoor Plaza

The HSF III outdoor plaza can be used to host events also. The space must be reserved.

### HSF III Drop Off Circle

The HSF III drop off circle is located adjacent the Arch St emergency service drive. The circle, as clarified by the UMB Police is for visitor / patient / ADA drop off only, and deliveries. Deliveries for events, including catering deliveries, are limited to ten minutes or less.

**Trucks supporting events, catering or food trucks are prohibited from parking in the circle under all circumstances.**

### BRB Lobby

- Lobby maximum occupancy 350 – standing only
- Lobby capacity with 11 5' round tables x 8 people per table - 88  
*\*Note that the tables must be arranged to stay outside of the emergency exit pathways. See example diagram. The scenarios described above assume all existing furniture is removed from the space. Plans for different table and chair arrangements must be reviewed in advance to determine the maximum occupancy before the event can take place.*

### Westminster Hall

Westminster Hall is booked through the Law School. See below for contact information regarding scheduling and space opportunities.

### III. Campus Support Services

Some campus support for events are chargeable to the event planning organization. A SOAPF fund number must be provided by the managing organization at the time of the service request.

Please note that SOM building entrances are typically locked at the COB during the normal workweek, after hours, and weekends. If your event is planned for evening or weekends, you must plan for card access to be assigned in advance. Doors will not be programmed to be unlocked for the event, so the event sponsors will need to coordinate letting attendees into the building / event space. A guard detail to assist with this may be arranged in accordance with the Security Service section below.

Campus support services that must be requested with a minimum of 14 calendar days' notice are:

- **FURNITURE (Table & Chairs) – UMB Operations & Maintenance**

<https://uomb.assetworks.cloud/ready/>

The campus has a limited supply of 5' round and 33" x 72" rectangular tables. Tables provided are sitting height. Hi-top tables are not provided but can be rented from caterers or other vendors. The table delivery and set up service typically does not include tablecloths. Tablecloths should be provided by the event organizers.

Suggested Furniture Rental Companies:

- **Janitorial Service – UMB Environmental Services**

<https://uomb.assetworks.cloud/ready/>

Services are limited to pre-event placement of trash and recycling containers and post event removal and normal housekeeping. Event participants are expected to place refuse in the appropriate containers before the event concludes. Exceptionally large or extended events may require funding of housekeeping staff off regular hours and as such is a chargeable service. Routine service is provided free of charge but still must be scheduled with the required 14 days' notice.

- **Curb Blocking for Deliveries/Catering – Police Department**

Submit requests for curb blocking to:

Lt Dennis Smith – [dsmith@police.umaryland.edu](mailto:dsmith@police.umaryland.edu)

Lt Brett Etzler – [betzler@police.umaryland.edu](mailto:betzler@police.umaryland.edu)

Please note: Research building loading docks are not appropriate for receiving catering deliveries. The hiring of catering and valet services are the responsibility of the managing organization. Please work with the Police Department and/or SOM Operations on best locations for blocking curbs for deliveries.

- **Card Access Requests – Police & Public Safety**

<https://cfapps.umaryland.edu/access/getTempUserInfo.cfm>

Temporary building access to support your event can be requested via the Request System.

- **Special Electrical/Power Requirements – SOM Operations**

Requests for special power connections or new installations to support lighting, sound, or other equipment support must be requested to the SOM operations team via [operations@som.umaryland.edu](mailto:operations@som.umaryland.edu) with the required minimum 14 days' notice. SOM Operations will work with O&M to perform a feasibility study and cost estimate.

- **Security Services** – Police Department

Events inviting large numbers of persons from outside of the UMB community may require additional security services. It is advised to discuss security requirements and recommendations with the Police Department directly.

- **Alcohol Permits** – SOM Operations

Providing Alcohol at events in UMB/SOM facilities needs to be approved in advance by the Dean's Office. Sponsoring organizations of the events must complete this form two weeks in advance. Please be sure to secure the required signatures before submitting it to the Dean's Office for final approval – signed forms can be sent to [operations@som.umaryland.edu](mailto:operations@som.umaryland.edu)

<https://www.medschool.umaryland.edu/media/som/offices-of-the-dean/student-affairs/documents/OSA-Student-Group-Alcohol-Permit-Form.pdf>

- **AV Support** – SOM IT Department

Any event held in the SOM that requires AV support should be requested through the SOM Help Desk - [help@som.umaryland.edu](mailto:help@som.umaryland.edu) 14 days' notice is requested. Services available by venue:

	<b>Readily Available AV Equipment</b>	<b>Additional AV Equipment Available upon Request</b>	<b>Services offered by SOM IS</b>
<b>MSTF Atrium</b>	None	Projector and Screen, Podium, 2 Wireless Microphones	Setup of equipment & in-person assistance available upon request
<b>Leadership Hall</b>	Podium Microphone, Built-in PC with Streaming Capabilities, Projection and Screens	2 Wireless Microphones	Training & in-person assistance available upon request
<b>HSF3 Atrium</b>	None	Projector & Screen, Podium with Microphone, 1 Wireless Microphone	Setup of equipment & in-person assistance available upon request
<b>HSF3 Seminar Room</b>	5 microphones (1 at podium, 2 Wireless Handhelds, 2 Wireless Lapels), Built-in PC with Streaming Capabilities, Podium, Projection	None	Training & in-person assistance available upon request
<b>HSF2 Lobby</b>	None	Projector & Screen, Podium with Microphone, 1 Wireless Microphone	Set-up of equipment & in-person assistance available upon request
<b>BRB Lobby</b>	None	Projector & Screen, Podium with Microphone, 1 Wireless Microphone	Set-up of equipment & in-person assistance available upon request

#### IV. Booking of Venues – Contacts

Venue	Point of Contact	Email	Phone Number
HSF3 Atrium & Ground Seminar Room	Bridget Boswell	<a href="mailto:bboswell@som.umaryland.edu">bboswell@som.umaryland.edu</a>	410.706.1484
HSF2 Lobby & Exec Ballroom	Caulina Merrick	<a href="mailto:Cmerrick@som.umaryland.edu">Cmerrick@som.umaryland.edu</a>	410.706.7410
MSTF Leadership Hall & Atrium	Donna Reynolds	<a href="mailto:rooms@som.umaryland.edu">rooms@som.umaryland.edu</a>	410.706.6613
BRB Lobby	SOM Operations	<a href="mailto:operations@som.umaryland.edu">operations@som.umaryland.edu</a>	410.706.7009
Westminster Hall (School of Law)	Heather McKlveen	<a href="mailto:hmcklveen@law.umaryland.edu">hmcklveen@law.umaryland.edu</a>	410.706.3294
All Others	Donna Reynolds	<a href="mailto:rooms@som.umaryland.edu">rooms@som.umaryland.edu</a>	410.706.6613
Outdoor Events	SOM Operations	<a href="mailto:operations@som.umaryland.edu">operations@som.umaryland.edu</a>	
<p><i>Outdoor events - Requirements for the scheduling of an outdoor event are determined by the expected number of attendees and the complexity of the event set up. Inquiries for outdoor events can be sent to <a href="mailto:operations@som.umaryland.edu">operations@som.umaryland.edu</a> at least 60 Days Advance of the Proposed Event Date. Events planned that incorporate the use of a tent require an increased level of review, approval, and planning. These events often require multiple vendor coordination. Policies and procedures documents surrounding the use of an event tent are attached.</i></p>			