

School of Medicine Operational Guidance - Events / Event Scheduling.

Policies and Procedures for Scheduling Events in School of Medicine Facilities

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 and time has been determined, the managing organization needs to contact the SOM Dean's Office, Office of Resource Management at the following email addresses:

ecrowell1@som.umaryland.edu
gpivonski@som.umaryland.edu
gbafitis@som.umaryland.edu
james.peach@som.umaryland.edu

Initially the information provided must contain, if applicable:

- **Description of the event**
- **POC / event coordinator for the managing organization**
- **Calendar Date**
- **Times (range to indicate a duration) please account for setup and breakdown time at event locations**
- **Desired location(s)**
- **Planned number of attendees.**
- **Planned number of table and chairs**
- **Description of food and drink to be provided (indicate if Alcohol is planned to be served)**
- **Outside vendors planned to be hired to support the event, i.e., catering, valet service, temporary furnishings, and performances.**

Accurate information regarding the planned number of attendees is important to assist us with the reviews required.

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 Event Capacity 712 persons. Note that this capacity is for the floor, at no time can the combined attendance in the hall and atrium exceed 712 persons. In the Atrium this is standing only. Leadership Hall 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.

A recent set up with 8 small food tables and a small stage allowed for a maximum occupancy of 400.

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.

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.

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 per 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.

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. Contact them for details about reservations, occupancy limits, and typical setups.

Heather McKlveen
Events Coordinator
University of Maryland, Baltimore
Francis King Carey School of Law
500 West Baltimore Street
Baltimore, MD 21201
410.706.3294
hmcklveen@law.umaryland.edu

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 make arrangements 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 calendars days' notice are:

1. Table and chairs provided by Facilities Management - The campus has a limited supply of 5' round and 33" x 72" rectangular tables. The service does not include tablecloths. Tablecloths must be provided by the event organizers. This delivery, setup, removal service is chargeable.
2. Janitorial Service – 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 will require funding of housekeeping staff off regular hours and as such is a

chargeable service. Routine servicing is provided free of charge but still must be scheduled with the required 14 days' notice.

3. Curb blocking for deliveries / catering. – Requests for curb blocking must be made with SOM operations 14 days in advance of the event. The research buildings loading docks are not appropriate for receiving catering deliveries. The Ops team will work with the managing organization to coordinate the date, time, and the anticipated delivery space needed, and plan with the UMB Police Department. This often the case with catering deliveries and valet services if applicable. The hiring of catering and valet services are the responsibility of the managing organization.

4. Special power - Requests for power connections for lighting, sound, or other equipment support must be requested to the SOM operations team with the required 14 days' notice. Depending on requirements for the event, there may be chargeable services.

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

	Readily Available AV Equipment	Additional AV Equipment Available upon Request	Services offered by SOM IS
MSTF Atrium	None	Projector and Screen, Podium, 2 Wireless Microphones	Setup of equipment & in-person assistance available upon request
Leadership Hall	Podium Microphone, Built-in PC with Streaming Capabilities, Projection and Screens	2 Wireless Microphones	Training & in-person assistance available upon request
HSFIII Atrium	None	Projector & Screen, Podium with Microphone, 1 Wireless Microphone	Setup of equipment & in-person assistance available upon request
HSF3 Seminar Room	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

HSF2 Lobby	None	Projector & Screen, Podium with Microphone, 1 Wireless Microphone	Setup of equipment & in- person assistance available upon request
BRB Lobby	None	Projector & Screen, Podium with Microphone, 1 Wireless Microphone	Setup of equipment & in- person assistance available upon request
Westminster Hall	Contact Heather McKlveen	Contact Heather McKlveen	Contact Heather McKlveen

6. Security Services – Events inviting large numbers of persons from of outside of the UMB community may require additional security services. Please include this information in the event planning notification to the SOM Operations Team, and we can assist with the hiring of a guard detail.

IV. Booking of Venues – Contacts

HSF III Atrium & Ground Seminar Room– Brenda Ali, bali@som.umaryland.edu 410 706 2396
 HSF II Lobby – Caulina Merrick, cmerrick@som.umaryland.edu 410 706-7410
 MSTF Leadership Hall & Atrium - rooms@som.umaryland.edu Donna Reynolds
dreynolds@som.umaryland.edu 410 706 6613
 BRB Lobby – SOM Operations, Jeannie Adkins jadkins@som.umaryland.edu 410 706 7009

All other lecture halls and classrooms are typically booked through the Office of Medical Education rooms@som.umaryland.edu Donna Reynolds dreynolds@som.umaryland.edu 410 706 6613

Alcohol Permits – The providing of Alcohol at events in 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. Forms should be sent to Jim Peach, Executive Director of Operations, SOM Dean’s Office. James.peach@som.umaryland.edu 443-604-0655. Template permit attached.

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 Jim Peach, Executive Director of Operations, SOM Dean’s Office. James.peach@som.umaryland.edu 443-604-0655. 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.

Subsequent to event approval and coordination with the Dean’s Office of Resource Management, event managing organizations requesting tables and chair set up, and janitorial support can be made through the following link:

<https://www.umaryland.edu/om/submit-a-request/>

A short video is available on the site that provides instructions for submitting a request.

Submit a Facilities Work Request

NOTE: Operations and Maintenance is in the process of transferring work orders from TMA to the new software, AiM. If you have a question regarding the status of your work order placed prior to September 14, 2021, please call the service center at [410-706-7570](tel:410-706-7570).

If you need urgent or immediate assistance, please call the Service Center at [410-706-7570](tel:410-706-7570). We are available 24 hours a day and 7 days a week for calls.

For routine service, submit your request by logging into our customer portal using your UMID and password: <https://uomb.assetworks.cloud/ready>. The customer portal is the central point of contact between the University community and Operations and Maintenance. We look forward to assisting you.

[Log into the UMB Facilities Work Request Portal](#)

[Click here](#) for a short video on how to submit a work request.

For a list of services provided by Operations & Maintenance, check out the [services listing](#).

Forms and Suggested Event Setup Formats:

BRB Lobby – No Chairs

HSRF II Ground Floor Lobby

HSRF III Atrium – Tables & Chairs

HSRF III Atrium – Hi Top Tables – No Chairs

MSTF Ped Level – Tables & Chairs

Alcohol Permit

Tent Procedures

Tent Request Form