

JAMES H. QUILLEN COLLEGE OF MEDICINE

Policy of Use of Campus Facilities



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James H. Quillen College of Medicine

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James H. Quillen College of Medicine

Policy of Use of Campus Facilities

I. Purpose

This policy is intended to provide a system to promote the orderly use of the facilities of the James H. Quillen College of Medicine (COM) VA Campus. It is intended to prevent interruption of, or interference with, normal missions, programs and functions of the James H. Quillen College of medicine and to prevent the use of the campus property and facilities which is contrary to federal, state, or local law or the regulations and policies of the Tennessee Board of Regents (TBR) and East Tennessee State University (ETSU). It is also the purpose of this policy to provide a procedure for the approval of the use of James H. Quillen College of Medicine facilities. This policy conforms to TBR Policy No. 3:02:02:00 last revised in September of 2014.

II. Definitions – the following definitions are given:

- A. “Affiliated Group or Organization” – ETSU Departments and officially registered medical student group or organization, or a group or organization funded by and/or sponsored by the COM, or a group or organization of faculty or other employees of the COM approved by the dean and the president. This includes any alumni or other association which is organized and operated for the benefit of the COM.
- B. “Affiliated Individuals” – persons connected with the institution, including the COM’s students, faculty, staff and guests.
- C. “Campus” – the James H. Quillen College of Medicine VA Campus unless specifically indicated otherwise.
- D. “COM/College of Medicine” – the James H. Quillen College of Medicine.
- E. “Facility” – unless otherwise stipulated, facility refers to the classrooms, auditoria, mezzanines and spaces not directly under departmental control.
- F. “Full Working Day” – Monday thru Friday (8:00am – 4:30pm) excluding University and COM observed holidays.
- G. “Guest” – a person invited by a student, official, or employee of the COM to visit the campus at a specific time and place.
- H. “Medical Student” – a person who is registered and in good academic standing at the COM, including any such person during any period which follows the end

of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period.

- I. “Non-affiliated Group or Organization” – any group or organization which does not qualify as an “affiliated group or organization.” This includes both profit and non-profit groups as well as federal, state, and local government organizations.
- J. “Non-affiliated Individual” – any person not covered in the section defining an “Affiliated Individual.”
- K. “Request for Use of Campus Facilities” – the standard form used to request facility usage and related audio-visual services.

III. Access to Campus

- A. The campus and facilities of the COM are restricted to students, faculty, staff and guests of the COM, except when part or all of the campus, its building or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved.
- B. All persons on the campus, including faculty, staff, and guests, shall be subject to all rules and regulation of ETSU and the TBR which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulation including VA, ETSU, TBR rules, regulation, policies and procedures on traffic and parking.
- C. All persons on the COM campus must provide adequate identification upon request to any university official and/or security personnel. Personnel and students of the medical school who refuse to provide such identification may be subject to disciplinary action. Other such persons who refuse to provide such identification shall be requested to leave campus or they may be subject to lawful removal and prosecution.

IV. General Conditions for Use of Property or Facilities

- A. Use of COM property and facilities is subject to limitation on the number of persons who may attend in accordance with the appropriate building regulations, fire codes, and safety standards.
- B. All regulations and policy statements which regulate the use of COM property and facilities by affiliated groups also apply to any and all non-affiliated groups or individuals.

- C. Sound amplification equipment may be used by groups, organizations, and individuals at assemblies, meetings, and demonstrations only when prior approval has been granted by the COM (contact Multimedia Manager at 439-2414). Such sound amplification is subject to reasonable regulation by the COM with respect to time, place, manner and volume.
- D. COM equipment may be used in connection with the use of COM property and facilities only with the approval of, or under the supervision of approved COM personnel (contact Multimedia Manager 439-2414).
- E. Event sponsors are responsible for making appropriate arrangements for the necessary food service support including set-up, equipment and clean-up. No alcoholic beverages are allowed on the medical school campus. Removal of all food service related items and proper disposal of all trash is the responsibility of the event sponsor, not the COM custodial services.
- F. Event sponsors are responsible for making appropriate arrangements with the Physical Plant (contact Maintenance Supervisor Pager: 610-2993 or Cell: 791-0046) for any required set-up and take down of all furniture or equipment needed. Sponsors are also responsible for making appropriate arrangements for the use of custodial staff needed to clean all spaces used upon completion of the designated function, and for any arrangements necessary for after-hours access to facilities. Security of the facilities is the responsibility of the sponsor.
- G. Any group, organization or individual utilizing COM facilities or property must insure that all existing federal, state, TBR, ETSU and COM regulations concerning the intended use are complied with including all regulations addressing political or religious usage, solicitations, distribution or sale of literature and advertising.
- H. The University may require non-affiliated groups, organization and individuals that use campus property or facilities to provide the following:
 - 1. An adequate bond or other security for damage to the property or facilities during the period of the use.
 - 2. Personal injury and property damage insurance coverage
 - 3. A performance bond guaranteeing performance of its obligations under the contract.
 - 4. Other types of insurance in such amounts as may be designated by the institution.

V. Priority for Facility Use

A. Priority for use of classrooms and facilities is as follows:

1. COM Academic Classes
2. Continuing Medical Education Programs
3. COM Academic Departments
4. COM registered organizations
5. ETSU Departments
6. Non-affiliated organizations

Appendix I

Request for Use of Campus Facilities Forms

Instructions Sheet for Reserving Facilities or Equipment

Appendix II

Facility Rental Agreement Form

Appendix III

Facility Change Cancellation Form

Appendix IV

Facility Usage Fee Schedule