JAMES H. QUÍLLEN COLLEGE OF MEDICINE

Policy of Use of Campus Facilities

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Policy of Use of Campus Facilities

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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, process and functions of the James H. Quillen College of Medicine and to prevent the use of 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 1990.

II. Definitions - The following definitions are given:

A. “Affiliated Group or Organization” - an 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 8:00 am - 4:30 pm 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 regulations of ETSU and the TBR which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations including VA, ETSU and TBR rules, regulations, 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 limitations on the number of persons who may attend in accordance with 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 individual use.

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 at 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 the 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 at 439-7769) 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, organizations 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. Continuing Studies programs.
   6. Activities co-sponsored by affiliated organizations and outside groups.
   7. Non-affiliated organizations

B. Priority for use of other areas is as follows:
   1. COM academic departments
   2. COM registered student organizations
   3. Affiliated faculty, administrative organizations
   4. Activities co-sponsored by affiliated organizations and outside groups
   5. Non-affiliated organizations.
Appendix I

Request for Use of Campus Facilities Forms

Instruction Sheet for Reserving Facilities or Equipment
ROOM RESERVATION/USE OF EQUIPMENT REQUEST

Person Requesting Room:

Department: Account # to charge for services:

Phone Number: E-mail Address: Fax Number:

Date(s) of Event: Time: to Number of People Expected:

Event Name/Purpose:

Food/Drink Served: Yes No (If yes, Mezzanine area will need to be reserved)

Audio Visual Equipment Needed: Yes No If yes, please list
Please contact Kevin Vines at 439-2414 to arrange for use/setup of requested equipment. NOTE: It is the event sponsors’ responsibility to ensure that the equipment is setup.

Person(s) using audiovisual equipment have been trained in multimedia/smart classroom use. Yes No (If no, please see instruction sheet for requirements for use of equipment.)

ROOM REQUESTING:

☐ Bldg. 178, Small Auditorium (B-003) ☐ Bldg. 178, C-007 (Study Room)
☐ Bldg. 178, Large Auditorium (C-023) ☐ A-001 – A-004 (Teaching Labs)
☐ Bldg. 178, B-238 ☐ Bldg. 178, C-017 (Computer Lab)
☐ Bldg. 178, C-000 ☐ Bldg. 178, Ground Floor Mezzanine Area*
☐ Bldg. 178, C-001 ☐ Bldg. 178, 1st Floor Mezzanine Area *
☐ Bldg. 178, C-002 ☐ Bldg. 1, B-06
☐ Bldg. 178, C-003 ☐ Carnegie Library
☐ Bldg. 178, C-004 (Study Room) ☐ Clinical Education Bldg., Votaw Auditorium
☐ Bldg. 178, C-005 (Study Room)
☐ Bldg. 178, C-006 (Study Room)

In case the requested room is not available, please indicate a second choice:

*Please see Instruction Sheet for use of Mezzanine areas.

Signature of Person Requesting Room: ________________________________

Date of Request: ________________________________

Fax completed form to Office of Academic Affairs, (423) 439-8004

Date Request Received: ________________________________

Confirmation/Invoice #: ________________________________

Total Rental Usage Fee: ________________________________
INSTRUCTION SHEET FOR RESERVING ROOMS AND USING EQUIPMENT
For
JAMES H. QUILLEN COLLEGE OF MEDICINE

1. Rooms/Equipment should be reserved 10 working days before the event. This will give you time to complete audiovisual training if needed and to submit any work orders needed.

2. If requesting the use of multimedia audiovisual equipment, you must be trained to use the College of Medicine equipment before the room can be scheduled. You will need to contact the Multimedia Manager at 439-2414 to set up a time for training as soon as possible. Once you have completed the training, the Multimedia Manager will issue you a key to the equipment cabinet and the room will be scheduled.

3. If requesting the use of either Mezzanine area, arrangements must be made through the Physical Plant by contacting the Associate Director for COM Facilities at (423) 791-0046. You will need to let them know the number of people attending the event and number of tables and chairs to be set up (include number of tables needed for food). Physical Plant will inform you of any/all charges based on your request.

4. A list of rooms, seating availability and audiovisual equipment available is listed below:

<table>
<thead>
<tr>
<th>LOCATION/ROOM</th>
<th>NUMBER OF SEATING AVAILABLE</th>
<th>AUDIOVISUAL EQUIPMENT AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Small Auditorium (B-003)</td>
<td>90</td>
<td>Symposium, Laptop, Whiteboard, Connection, Computer, LCD Projector, Document Camera, Slide Projector, CD/VHS/DVD, Ethernet connections for each person, 2 Lapel Microphones</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Large Auditorium (C-023)</td>
<td>155</td>
<td>Symposium, Laptop Connection, LCD Projector, Computer, Document Camera, Slide Projector, CD/VHS/DVD, Ethernet connections for each person, 2 Lapel Microphones</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room B-238</td>
<td>15</td>
<td>White Board, Ethernet Connection Available</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-000</td>
<td>25</td>
<td>Laptop Connection, Smartboard, Computer, LCD Projector, Document Camera, CD/VHS/DVD, Ethernet connections for each person</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-001</td>
<td>21</td>
<td>Whiteboard, Ethernet connections for each person</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-002</td>
<td>27</td>
<td>Laptop Connection, Smartboard, Computer, LCD Projector, Document Camera, CD/VHS/DVD Player, Ethernet connections for each person</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-003</td>
<td>28</td>
<td>Laptop Connection, Smartboard, Computer, LCD Projector, Document Camera, CD/VHS/DVD Player, Ethernet connections for each person</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-004</td>
<td>2</td>
<td>Whiteboard, Computer, Ethernet connections for each person</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-005</td>
<td>2</td>
<td>Whiteboard, Computer, Ethernet connections for each person</td>
</tr>
</tbody>
</table>
### Instruction Sheet for Reserving Rooms & Using Equipment (Continued)

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
<th>Equipment/Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-006</td>
<td>2</td>
<td>Whiteboard, Computer, Ethernet connections for each person</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-007</td>
<td>2</td>
<td>Whiteboard, Computer, Ethernet connections for each person</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Room C-017 (Testing Ctr)</td>
<td>15</td>
<td>16 Computers, LCD Projector, Whiteboard, DVD/VCR Player</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) A-001 – A-004 (Teaching Labs)</td>
<td>64</td>
<td>None Available</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) 1st Floor Mezzanine</td>
<td></td>
<td>Can Accommodate 160 People N/A</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178) Ground Floor Mezzanine</td>
<td></td>
<td>Can Accommodate 160 People N/A</td>
</tr>
<tr>
<td>Carl A. Jones Hall (Bldg. 1) Room B-06</td>
<td>62</td>
<td>Computer, Whiteboard, LCD Projector, Slide Projector</td>
</tr>
<tr>
<td>VA Grounds, Carnegie Library</td>
<td>75</td>
<td>Screen, TV/VCR</td>
</tr>
</tbody>
</table>

5. If using the facilities after hours or on weekends, arrangements will need to be made to have the front door unlocked and locked back after event. This can be arranged by contacting the Associate Director for COM Facilities at (423) 791-0046. If requested room will be locked, you may check out a key from the Office of Academic Affairs, Room C-110. If you will be using the room on a weekend, the key may be checked out on Friday and should be returned to the Office of Academic Affairs on Monday. No one will be available after hours or on weekends to assist with audiovisual equipment unless special arrangements have been made with the Multimedia Manager.

6. Events that will be held in Stanton-Gerber Hall (Bldg. 178) should have information for that event (i.e. name of event, room number, location, etc.) posted in the lobby area on the first floor. A whiteboard or corkboard will be available for your use. If posters will be used, please use a large, clear font so information can be seen from a distance. No posters will be allowed on doors, walls, or stair rails. You may contact Academic Affairs at 439-6761 to make arrangements to use message boards. The message boards and easel may be picked up in Academic Affairs.

7. Complete the Room Reservation/Use of Equipment request form and fax to Academic Affairs at 439-8004. A confirmation of your reservation will be e-mailed to you within 48 hours. If you have not received a confirmation within that time period, please contact Academic Affairs at 439-6761.

8. If you have questions regarding any of the above, please contact Academic Affairs at 439-6761.
Appendix II

Facility Rental Agreement Form
THIS AGREEMENT, by and between [lessee] and the JAMES H. QUILLEN COLLEGE OF MEDICINE, dated [date] is for the purpose of placing in writing the terms under which the COM permits the use of [location] on the medical school campus, as detailed in the Request For Use of Facilities Form submitted by [submitter].

1. [lessee] desires to rent [facility] for the purpose of [purpose] on [date] between the hours of [time].

2. It is agreed that the charges listed herein are per day use charges:
   - Rental Usage Fee: [amount]
   - Technical Fee: [amount]
   - Other (specify) at [amount]
   - Total Charge: [amount]

   Charge to COA: [module], Index: [index], Fund: [fund], Organization: [organization] and Program: [program] (if no ETSU account is available, payment in full must be made 5 days prior to event.)

3. It is expressly agreed that any request for use of Technical Equipment and/or Technical Support Staff for the event, will result in fees based on the following: Technical Support fees are based on a three (3) hour minimum charge, which includes one hour prior and one hour after the scheduled event time. Any portion of an hour is charged at a full hour. The number of Technical Support Staff assigned to your event will be determined by the COM, and based on the complexity of the event.

4. It is expressly agreed that the COM or any of its representatives or employees shall not be held liable for damages or loss from theft, fire, or from any cause what-so-ever to the property of the renter.

5. It is expressly agreed that the [lessee] shall be held responsible for and pay to the COM, in addition to the rental fees mentioned above, for any damages to the property of the COM, ordinary wear and tear expected.

6. The [lessee] shall abide by the rules and regulations of the COM. (Copy upon request)

7. The payment of rental fees shall be made promptly to the COM upon presentation of invoice.

8. COM approval of this agreement is contingent upon Lessee’s satisfactory completion of all financial and/or insurance obligations as may be required by the COM.

9. It is expressly agreed that food service, special set-ups, audio/visual equipment, and times other that the normal operating hours will require payment of fees in addition to the rent fee mentioned above. The COM reserves the right to refuse/reject any request for unreasonable services or any requests for services received in the 10 days prior to the event date.

10. COM facilities named in Item #1 will be made available for the agreed upon time, as listed in Item #1, for the stated rental fee. The COM reserves the right to make additional charges or to stop any activity in the rented facility upon the arrival of the stated ending time. Failure to cancel any event at least five (5) before the scheduled date may result in full charges for services being levied.

11. The COM reserves the right to require the sponsoring party to halt the activity and vacate the premises with no refund of rent paid upon the determination by the proper COM authority(s) that the activity being conducted is not as stated in the “Request for Use of Facilities” form or is in violation of ETSU or TBR policies, or local, state, or federal laws.
12. The Lessee agrees to indemnify the COM and ETSU and hold harmless from all liabilities arising out of Lessee’s use of the COM property and/or facilities, including, but not limited to, personal injury, property damage, court costs and attorney fees.

13. The Lessee agrees not to bring, or permit participants to bring, on the medical school campus, any alcoholic beverages or illegal substances of any type; shall not knowingly violate any of the laws of the State of Tennessee and shall conduct themselves in a manner expected of them by the Organization, which they represent, and of the University.

14. No person on the grounds of race, color, religion, sex, disability, national origin or veteran status will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement.

15. The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-contractor, or consultant for the Contractor in connection with any work contemplated or performed relative to this agreement. If the Contractor is an individual, the Contractor warrants that within the past six (6) months he/she has not been and during the term of this contract will not become and employee of the State of Tennessee.

16. THIS AGREEMENT may be canceled by either party by giving notice, in writing, to the other party at least five (5) working days prior to the effective date. Neither the COM, nor ETSU, nor the Lessee shall be held liable for failure to provide or present if such failure is caused by, or due to, serious illness, accident, riot, strike, epidemic, dangerous weather conditions, or any other legitimate conditions beyond either of their control.

17. Custodial support is required to set-up, clean and take down the tables and chairs used for the event and for any event scheduled after hours or on weekends. Any time food/drink is served, there must be a Custodian available. The number of custodians required and the cost can be determined by contacting the Associate Director at montgomr@etsu.edu or 791-0046. Billing arrangements for custodial support will be made with Maintenance Supervisor.

18. Additional Comments:
THIS AGREEMENT shall be signed in duplicate and a copy furnished to each party of the agreement. IN WITNESS WHEREOF, the parties hereto executed this Agreement of the date and year first above written.

_____________________________________________________________________
COM Representative (Lessor)                      Invoice Number

I ACKNOWLEDGE THAT I HAVE READ THE APPLICANT CERTIFICATIONS AS PRINTED IN THE ‘POLICY OF USE OF CAMPUS FACILITIES’ AND WILL ABIDE BY THESE REQUIREMENTS. MY SIGNATURE BELOW ATTESTS TO THE SAME.

_____________________________________________________________________
Lessee                                          Date

Please sign on the line designated “Lessee” and return to Facilities Coordinator, ETSU, COM, Academic Affairs - Box 70571, Johnson City, TN 37614. A signed copy of this agreement will be returned to you for your files. Upon receipt of this signed agreement, please forward any payment due (if not utilizing ETSU Account #) to the same address. Checks should be made out to East Tennessee State University.
Appendix III

Facility Change/Cancellation Form
COM Reservation Change/Cancellation Form

1. Program or Event Title:

2. Sponsoring Group:

3. Contact Person: ________________________________ Office Telephone #: ________________________________
   Alternate Telephone #: ________________________________ Fax: ________________________________

4. Event Date: ________________________________ Event Time: ________________________________
   Event Location: ________________________________ Room Requested: ________________________________

5. Change requested:
   New Event Date: ________________________________ New Event Time: ________________________________
   New Event Location Requested: ________________________________ Room Requested: ________________________________
   Reason for Change: ________________________________

6. Sponsoring agent is responsible for changing/canceling any special arrangements that have been made including food service, audio-visual support, or building/custodial time requirements.

7. This Change/Cancellation form must be received by the Facilities Coordinator at least five (5) working days in advance of the requested change. The COM reserves the right to charge for all services for any Cancellation received other that the stated five (5) day, or more, notice. Any requested changes will be charged to the sponsoring agent at the published price.

8. I have reviewed this Change/Cancellation form and agree to all changes.

_________________________________________  __________________
Sponsoring Agent    Date

Request received ________________________________

The requested Change/Cancellation:
   _____ will be made
   _____ will not be made due to ________________________________

_________________________________________  __________________
COM Representative    Date

Change/Cancellation #: ________________________________
Appendix IV

Facility Usage Fee Schedule
### James H. Quillen College of Medicine Facility Usage Fee Schedule

<table>
<thead>
<tr>
<th>Facility</th>
<th>College of Medicine Affiliated</th>
<th>Non-College of Medicine Affiliated, Non-Profit *1.</th>
<th>Non-College of Medicine Affiliated, For-Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palma Robinson Clinical Education Center, Votaw Auditorium</td>
<td>None</td>
<td>$200.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178), Large Auditorium</td>
<td>None</td>
<td>$200.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178), Small Auditorium</td>
<td>None</td>
<td>$150.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Carnegie Library</td>
<td>None</td>
<td>$250.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178), Ground Floor Mezzanine</td>
<td>$100.00</td>
<td>$200.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Location</td>
<td>Fee Range</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178), First Floor Mezzanine</td>
<td>$100.00 - $200.00 - $300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carl A. Jones Hall (Bldg. 1), Classrooms</td>
<td>None - $100.00 - $200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178), Basic Classrooms &amp; Study Rooms</td>
<td>None - $50.00 - $100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178), Smart Classrooms</td>
<td>$50.00 - $100.00 - $200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanton-Gerber Hall (Bldg. 178), Testing Center and/or Computer Labs</td>
<td>Negotiable - $150.00 - $200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Non-affiliated for profit fees will be charged to non-profits for revenue producing events.
2. Combined rooms are considered as multiple room reservations.
3. Private usage by COM employees will be treated as non-affiliated, non-profit.
4. The listed fees include basic room only. Set-up requests are the responsibility of the sponsoring agent, and may entail additional labor or equipment charges.
5. Events using most or all of the building facilities may have a negotiated usage fee.
6. Other areas of the facility may be made available on a special request basis with use/fees being negotiated at the time of the request.
7. Federal, state, and local governmental agencies will be considered as non-affiliated, non-profit usage.
8. These fees may be reviewed and revised as needed or on an annual basis.