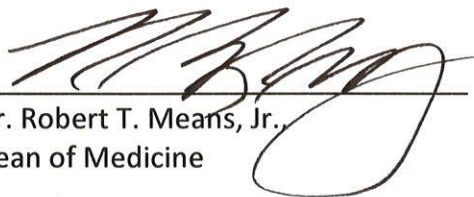
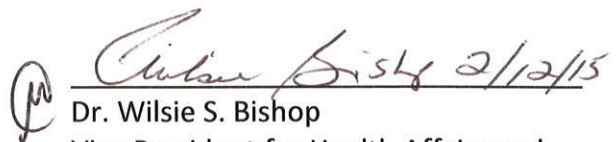



# JAMES H. QUILLEN COLLEGE OF MEDICINE


## Policy of Use of Campus Facilities



  
Dr. Robert T. Means, Jr.  
Dean of Medicine

  
Dr. Wilsie S. Bishop  
Vice President for Health Affairs and  
ETSU Chief Operating Officer

  
Dr. Kenneth E. Olive  
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Academic and Faculty Affairs

  
Dr. David Collins  
Vice President for Business and Finance

  
Dr. Brian E. Noland  
President

# **James H. Quillen College of Medicine**

## **Policy of Use of Campus Facilities**

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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 confirms 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. Continuing Students Programs
7. Activities co-sponsored by affiliated organizations and outside groups
8. Non-affiliated organizations

B. Priority for use of other areas is as follows:

1. COM Academic Classes
2. COM registered student organizations
3. Affiliated faculty, administrative organizations
4. ETSU Departments
5. Activities co-sponsored by affiliated organizations and outside groups
6. Non-affiliated organizations

## **Appendix I**

### **Request for Use of Campus Facilities Forms**

### **Instructions Sheet for Reserving Facilities or Equipment**



**OFFICE OF ACADEMIC AFFAIRS  
ROOM RESERVATION/USE OF EQUIPMENT REQUEST**

<b>Person Requesting Room:</b>		<b>Department / Sponsoring Org:</b>	
<b>Phone No.</b>	<b>Email:</b>	<b>Fax No.</b>	
<b>Date(s) of Event:</b>	<b>Time:</b>	<b>to</b>	<b>No. of People expected:</b>
<b>Event Name/Purpose:</b>			
<p><b>NOTE:</b> Please contact Kevin Vines, (Multimedia Manager) at 439-2414 or <a href="mailto:vines@etsu.edu">vines@etsu.edu</a> to arrange for use/set-up of needed equipment and/or training in multimedia/smart classroom use or if the Multimedia Manager needs to be present for the event. <b>It is the sponsor's responsibility to let the Multimedia Manager know, a minimum of 48 hours prior to the event, if any of these needs pertain to the event.</b></p>			

<b>Stanton-Gerber (Building 178)</b>						
*If food/drinks are being served you will need to reserve one of the Mezzanine areas.						
- Food is not allowed to be set up or served in the Small/Large Auditoriums or the Computer Lab. -						
*Please see Instruction Sheet for use of Mezzanine areas (table/chair set-up).						
Check	Room	Capacity		Check	Room	Capacity
	Small Auditorium (B003)	90			Large Auditorium (C023)	155
	B238	15			C000 (classroom)	25
	C001 (classroom)	21			C002 (classroom)	34
	C017 (Computer Lab)	16			A001-A004 (Teaching Labs)	64
	C004 (Study Room)	2			C005 (Study Room)	2
	C006 (Study Room)	2			C007 (Study Room)	2
	*Ground Floor Mezzanine	160			*1 <sup>st</sup> Floor Mezzanine	160

<b>Other Buildings</b>		
Check	Room	Capacity
	Building 1 Room B06	62
	Votaw Auditorium (MEAC Building) <ul style="list-style-type: none"> <li>This auditorium requires MEAC approval for use.</li> <li>Please allow 5-7 business days for this approval process.</li> </ul>	144
Carnegie Library reservations should be directed to Cathy Dunavent at the VA Medical Center 926-1171 ext. 7208 or Fax 979-3430		
<b>Signature of Requestor:</b>		<b>Date:</b>

<b>For Facility Coordinator</b>	
<b>Date Request Received:</b>	
<b>Confirmation/Invoice No.</b>	<b>Total Rental Usage Fee:</b>

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





QUILLEN  
COLLEGE OF MEDICINE  
EAST TENNESSEE STATE UNIVERSITY

## OFFICE OF ACADEMIC AFFAIRS ROOM RESERVATION/USE OF EQUIPMENT REQUEST

### Instruction Sheet

1. Complete the Room Reservation/Use of Equipment request form and fax to Academic Affairs at 439-8004. A confirmation of your reservation will be emailed to you within 48 hours. If you have not received a confirmation within that time period, please contact Academic Affairs at 439-6761.
2. Rooms/Equipment should be reserved ten working days before the event. This will give you time to complete audiovisual training if needed and to submit any required work orders.
3. 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.
4. Please contact Kevin Vines, (Multimedia Manager) at 439-2414 or [vines@etsu.edu](mailto:vines@etsu.edu) to arrange for use/set-up of needed equipment and/or training in multimedia/smart classroom use or if the Multimedia Manager needs to be present for the event Monday-Friday (8am-4:30pm). A special request will need to be made if the event is after hours or on the weekend. **It is the sponsor's responsibility to contact the Multimedia Manager, a minimum of 48 hours prior to the event,** when services are needed.
5. Food is not allowed to be set up or served in the Small/Large Auditoriums or the Computer Lab. An additional request for use of one of the Mezzanine areas will need to be made for food and/or beverage offerings. When 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 provide the number of people attending the event, the 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.
6. If using the facilities before/after hours or on weekend(s) arrangements will need to be made to have the front door unlocked and locked after event. This can be arranged by contacting the Associate Director for COM Facilities at (423) 791-0046. If the requested room requires a key, you may check one out from the Office of Academic Affairs, Room C110. 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.



**QUILLEN**  
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EAST TENNESSEE STATE UNIVERSITY

**OFFICE OF ACADEMIC AFFAIRS  
ROOM RESERVATION/USE OF EQUIPMENT REQUEST**

7. Events that will be held in Stanton-Gerber Hall (Bldg 178) can be displayed on the T.V. in the lobby area on the first floor by contacting the COM Dean's office 439-6316. No posters will be allowed on doors, walls or stair rails.
8. If extension cords are needed or if existing furniture needs to be moved/cleared prior to event, these additions/changes must meet safety and housekeeping requirements and must be cleared with facility coordinator.
9. Additional cleaning charges will be billed if facilities are damaged or excessively soiled.

## **Appendix II**

### **Facility Rental Agreement Form**



**QUILLEN**  
COLLEGE OF MEDICINE  
EAST TENNESSEE STATE UNIVERSITY

### James H. Quillen College of Medicine License Agreement

THIS LICENSE AGREEMENT, by and between ("Licensee"):	
and the JAMES H. QUILLEN COLLEGE OF MEDICINE ("COM"), dated:	
is for the purpose of placing in writing the terms under which the COM permits the use of:	
on the medical school campus, as detailed in the Request For Use of Facilities Form submitted by:	

1.	Licensee desires to use:		of the Stanton-Gerber Building for the purpose of:
on:		between the hours of:	
2.	It is agreed that the charges listed herein are per day use charges:		
License Fee:		Invoice Number:	
Total Charge:			
Charge to COA:		Index:	
<b>(if no ETSU account is available, payment in full must be made 5 days prior to event)</b>			
3.	It is expressly agreed that any request for use of Technical Equipment and/or Technical Support Staff for the event, will result in additional fees as set forth in Section 9., 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 Licensee.		
5.	It is expressly agreed that the Licensee shall be held responsible for and pay to the COM, in addition to the usage fees mentioned above, for any damages to the property of the COM caused by the Licensee, its employees, agents or guests, ordinary wear and tear expected.		
6.	The Licensee shall abide by the rules and regulations of the COM provided to the Licensee by the COM in writing prior to the event.		
7.	The payment of usage fees shall be made to the COM thirty (30) days after Licensee's receipt of invoice.		
8.	COM approval of this agreement is contingent upon Licensee's satisfactory completion of all financial and/or insurance obligations as may be required by the COM and provided to Licensee in writing.		
9.	It is expressly agreed that food service, special set-ups, audio/visual equipment, and times other than the normal operating hours will require payment of fees in addition to the rent fee mentioned above pursuant to the fee schedule attached hereto as Exhibit A and incorporated herein by reference. 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 usage 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) working days 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 Licensee agrees to indemnify the COM and ETSU and hold harmless from all liabilities arising out of Licensee's negligent or intentionally wrongful use of the COM property and/or facilities, including, but not limited to, personal injury, property damage, court costs and attorney fees.
13.	The Licensee 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 advise participants to 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 Licensee 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 Licensee in connection with any work contemplated or performed relative to this agreement.
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 Scheduled Date. Neither the COM, nor ETSU, nor the Licensee 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 <a href="mailto:montgomer@etsu.edu">montgomer@etsu.edu</a> 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.

\_\_\_\_\_  
Dana Bailey, COM Representative

\_\_\_\_\_  
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.

\_\_\_\_\_  
(Licensee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Please sign on the line designated "Licensee" and return to Heather Love, 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 IV**

### **Facility Usage Fee Schedule**



**QUILLEN**  
COLLEGE OF MEDICINE  
EAST TENNESSEE STATE UNIVERSITY

## James H. Quillen College of Medicine

### Facility Usage Fee Schedule

FACILITY	QCOM AFFILIATED	NON QCOM AFFILIATED NON-PROFIT	NON QCOM AFFILIATED FOR PROFIT
VOTAW	NONE	\$200	\$500
LARGE AUDITORIUM	NONE	\$200	\$500
SMALL AUDITORIUM	NONE	\$150	\$400
GROUND FLOOR MEZZANINE	NONE	\$200	\$300
FIRST FLOOR MEZZANINE	NONE	\$200	\$300
BLDG 1 ROOM B06	NONE	\$100	\$200
SMART ROOMS C000 / C001 / C002	NONE	\$100	\$200
COMPUTER LAB C017	NONE	\$150	\$200
STUDY ROOMS C004 / C005 / C006 / C007	NONE	\$50	\$100

## **Appendix III**

### **Facility Change Cancellation Form**



