

Student Center Operations

School of Medicine Education and Research Building

Special Event Procedures

All changes to this document must be approved by the Director of Student Center Operations or his designee and from a designated representative from the Medical School as defined below.

Student Center Operations

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Contents

Preamble	2
Scope of Policy	2
Introduction.....	2
Definitions & Responsibilities	3
MERB Special Events.....	3
Non-academic.....	3
TU-Sponsored	3
MERB Academic Events	3
MERB Liaison.....	3
Student Center Operations (SCO, main campus) Liaison.....	3
HSC Office of Student Activities.....	4
Reservable Rooms/Spaces.....	4
Facilities Management	4
Sodexo.....	4
Allied Barton Security Service.....	5
Aramark Housekeeping Services	5
Lead Time	5
MERB AV Equipment	5
FOP Number	5
Reservation Policy	6
MERB Event Rates	8
MERB Room Setups/Fees	10
Commons	10
Dining Hall (RM 119AB)	10
Classroom spaces	10
MERB Room Fees	10
Approvals.....	12

Preamble

Procedures to be used in arranging for special events to be held at the Temple University School of Medicine Education and Research Building, herein MERB, are based and expanded upon the reservation policies of the Temple University Student Center Operations department, herein SCO, which may be found at: <https://www.temple.edu/studentaffairs/studentcenters/>.

Scope of Policy

The purpose of this policy is to describe clearly a defined procedure and hierarchy for reserving special event space in the new MERB, located on the west side of North Broad Street between Venango and Tioga streets, across Broad Street from Temple University Hospital's Boyer Pavilion. The roles and definitions of all relevant parties, including auxiliary services, pertaining to the reservation, coordination, implementation and breakdown (cleanup) of special events will be governed by the contents of this document.

Introduction

Reserving room(s) in MERB may involve several entities, which include the HSC Office of Student Activities (located in the Student Faculty Center) and all auxiliary services on campus including security, housekeeping, parking services, and food service. With the exception of catering, all logistics will be handled by the HSC Office of Student Activities and any questions regarding reservations should be directed to this office. It is the separate responsibility of the client to order catering through Broad Street Caterers by Sodexo, herein Sodexo.

Definitions & Responsibilities

MERB Special Events

MERB special events are defined as any non-academic, Temple University-sponsored special event occurring on the 1st, 2nd & 3rd floors in the rooms defined in the Reservable Rooms/Spaces section (below). Only the following special events may be reserved:

1. Any non-academic TU-sponsored special event.
2. Student organization special events which have an educational component.
3. TUSM retirement and holiday parties.

Non-academic

Non-academic is defined as anything other than a for-credit class.

TU-Sponsored

TU-sponsored is defined as a Temple University school, college, department, or registered student organization being financially and logistically accountable for a special event.

MERB Academic Events

MERB academic events are defined as an event within the School of Medicine, integral to school-related student processes which provide/fulfill a clear academic purpose. This is a per event classification (as opposed to a departmental classification) and approval must be given by the Office of the Dean and/or the Office of Student Affairs. Any event granted this classification will not have to pay room related charges for space in MERB.

MERB Liaison

The MERB liaison is the TUSM Office of Planning and Facilities and provides coordination between the HSC Office of Student Activities and the School of Medicine. The Director of the Office of Planning and Facilities is the primary liaison. The project coordinator in that unit is the secondary liaison.

The MERB liaison is responsible for providing campus-wide communication of how to reserve space at the new medical school building; for establishing, recommending, and communicating policies concerning the new medical school building special events process; for communicating building and room maintenance issues that may affect the reservation process; for providing and maintaining secure storage space for all tables, chairs and AV equipment; for providing and maintaining all equipment related to moving and transporting tables, chairs and AV equipment; and for providing access to all storage areas and AV equipment as necessary.

Student Center Operations (SCO, main campus) Liaison

The HSC Office of Student Activities is the liaison between the MERB and SCO departments. The Associate Director of SCO is the primary liaison, the Conference Coordinator of SCO is the secondary liaison and the Director of SCO is the tertiary liaison.

The SCO liaison is responsible for establishing, recommending, and communicating policies concerning the new medical school building special events process.

HSC Office of Student Activities

The HSC Office of Student Activities is responsible for the management of special events in the MERB. This includes (in its entirety) the reservation process including planning meetings, setup and breakdown of rooms and spaces (as outlined below), rental of additional A/V and non-A/V equipment, staffing, communication to and contracting of all required auxiliary services, and billing.

Reservable Rooms/Spaces

The following list represents all MERB spaces that will be managed by the HSC Office of Student Activities related to special events:

1st Floor

Maurice Stone Commons
RM 105
RM 119 A and B (Dining Hall)
RM 119 C and D
1st Floor Grand Staircase Hallway

2nd Floor

RM 217
RM 219
RM 224

3rd Floor

RM 305
RM 317
RM 319
RM 342
RM 343

Facilities Management

Facilities Management, herein FM, is responsible for the moving and resetting of the classroom partition walls in the new medical school building as it relates to the special event process. The HSC Office of Student Activities will coordinate all communications with FM and ensure setup and breakdown is completed.

The FM liaison is the Assistant Director of Maintenance & Operations for the HSC campus. The backup is the Engineering Supervisor of Facilities Management for the HSC campus.

Sodexo

Sodexo will be responsible for providing all catering needs for all special events in the new medical school building.

The Sodexo liaison is the director of catering. The catering office is considered the secondary liaison.

The event sponsors are responsible for contacting Sodexo to arrange for catering.

Allied Barton Security Service

Allied Barton is responsible for providing all additional and overtime security at the MERB as it relates to the special event process.

The Allied Barton liaison is the HSC Account Manager.

Aramark Housekeeping Services

Aramark is responsible for all housekeeping needs in the new medical school building as it relates to the special event process.

The Aramark liaison is the HSC director of custodial services. The HSC assistant director is the secondary liaison. The HSC Office of Student Activities will coordinate all communications with Aramark.

Lead Time

All special event reservations will require a minimum of a 1 month (20 business days) lead time to ensure that all relevant services can be provided. This includes but is not limited to staff, tables, chairs, AV, housekeeping, security and FM.

MERB AV Equipment

All in-house MERB AV equipment will be managed by the TUSM/HSC IT department. The HSC Office of Student Activities staff is responsible for operating the equipment for clients.

FOP Number

Fund, Organization, Program number or FOP, is the budget naming convention/system used by Temple University. Please refer to your business or finance manager for further clarification.

Reservation Policy

***Only TU-sponsored special events can reserve space at MERB.
The TU event sponsor is responsible for all special event-related costs.***

The HSC Office of Student Activities will manage all reservations for the new medical school building spaces as defined in the Definitions & Responsibilities section.

All special events require a planning meeting.

1. Lead time of at least 1 month (20 business days) is required for all reservations regardless of scope of the special event. Special events may be reserved up to a one (1) calendar year prior to the date of event.
2. Special event space may be reserved on weekdays after 5 pm and on the weekends. Any event that requires a room during the week before 5 pm will require coordination with the TUSM Curriculum Office (MERB-325; 2-4613). Such coordination will be provided by the HSC Office of Student Activities. Approved users who wish to have an event before 5pm during the week can do so as long as they accept the possibility that their event can be moved or cancelled at the last minute due to TUSM academic needs that may arise.
3. Process for requesting a reservation
 - a. Please call the HSC Office of Student Activities at 215-707-4362 (2-4362) and request to reserve a space at the MERB. ***(Please note that your reservation is not confirmed until the HSC Office of Student Activities receives a signed hard-copy confirmation form. This form is sent by the HSC Office of Student Activities.)***
 - b. The requester will be contacted by a member of the event's department in the HSC Office of Student Activities to set up a planning meeting for the event. ***Planning meetings are mandatory unless otherwise specified by the HSC Office of Student Activities.***
 - c. After event logistics have been finalized, you will receive a confirmation form which will include all billing-related information. This must be completed and returned to the HSC Office of Student Activities with a billable Fund, Organization and Program (FOP) number and authorized signature or other form of acceptable payment as outlined in the MERB Event Rates in the next section. TUHS (Health System) Departments will provide their TUH Department Account Code.
4. Permission to serve alcoholic beverages (limited to beer and wine)
 - a. Written or email approval from the TUSM Dean's Office must be received by the HSC Office of Student Activities in order for the event to be confirmed.
 - b. Approval requires that the event sponsor orders bartending services from Sodexo.
 - c. The HSC Office of Student Activities will initiate all communications with the TUSM Dean's Office.

5. MERB facility usage scheduling is prioritized according to the following schedule:
 - a. MERB academic classes/events
 - a. Medical School students
 - b. Medical School graduate students
 - c. Medical School residents
 - d. Dental and Podiatry School students
 - e. Basic Science and Clinical Departments
 - b. TUSM non-academic events
 - c. HSC non-academic events
 - d. TU non-academic events
6. Storage space for clients
 - Storage space is extremely limited. It will not be possible to arrange for early delivery of supplies unless you are a department in the MERB and are hosting an event making it possible to store materials in your office suite.
7. Parking
 - The HSC Office of Student Activities will initiate all communications with the Parking Office.
8. Catering
 - All clients can order catering through Sodexo at 215-204-6789 (1-6789) (<http://www.temple.edu/dining/catering.html>). Billing will be handled by Sodexo.
 - All TU departments are responsible for ordering catering for their own events through Sodexo.
9. Facilities Management
 - If Facilities Management is needed for any work pertaining to a special event, the HSC Office of Student Activities will serve as the point of contact and complete all necessary work orders.
 - The HSC Office of Student Activities will initiate all communications with Facilities Management.
10. Housekeeping
 - Any special event that requires housekeeping will be scheduled through the HSC Office of Student Activities.
 - The HSC Office of Student Activities will initiate all communications with Housekeeping Services.
11. Security
 - Any special event that requires security will be scheduled through the HSC Office of Student Activities.
 - The HSC Office of Student Activities will initiate all communications with Security.

MERB Event Rates

The TU sponsor is responsible for all special event related costs.

Rental fees for the use of the MERB building are based on the client's classification, additional equipment that is required but not available in the event space and any auxiliary services that may be needed.

All TU services with the exception of catering will be billed by the HSC Office of Student Activities.

1. Client classification – all clients will be classified as one of the following:
 - a. Internal clients include TU departments, schools, colleges, and student organizations.
 - i. If payment will be made via an approved FOP number, you will be classified as an internal client. ***By doing so, the internal client accepts responsibility for the all components of the special event.***
 - b. External clients
 - i. Requester will be considered an external client if s/he must make payment via cash, check or credit card (i.e., not through a FOP number). There are two types of external clients, non-profit and for-profit.
 1. Non-profit clients must show that they have 401(c) (3) status.
 2. For-profit clients are any parties who cannot pay through a FOP number and who do not have 401(c) (3) status.
2. HSC Office of Student Activities Management Fee
 - a. All events will be billed a project management fee based on the overall cost of the event. There will be a \$50 fee for all events under \$500 and a \$100 fee for all events over \$500. This fee is subject to change at the discretion of the HSC Office of Student Activities.
 - b. All costs will be billed to account # 7480 – conference services.
3. Event Staff
 - a. Event staff will be provided only by the HSC Office of Student Activities.
 - b. Event staff will be billed at the published overtime rate.
 - c. Rates will be calculated for the entire length of the event plus a minimum of 1 (one) hour before and 1 (one) hour after the start and end times depending on set-up and breakdown requirements. As an example, a 5-hour event will be billed for a minimum of 7 hours.
 - d. All prior day set-ups will also be billed back to the client.
4. Housekeeping
 - a. Special events during the week will not require additional housekeeping services.
 - b. Special events on a weekend will require a minimum of 4 hours per person.
 - c. The number of people required will be determined by Aramark Custodial Services.

5. Security
 - a. Any special event that falls outside of normal operating hours will require overtime security at the published overtime rate.
 - b. The number of people will be determined by Allied Barton Security Services.
6. Facilities Management
 - a. All special events that require quad wall partition changes and/or additional FM work will be billed per hour, per person.
 - b. Quad wall partitions are used in rooms 119, 217, 219, 317, 319 to separate the room into four smaller rooms as necessary.
7. A/V Equipment
 - a. All A/V equipment that is not available or usable in an approved event space must be rented via an outside contracted company. Costs will be billed back to the client.
 - b. The HSC Office of Student Activities will handle the procurement of all rental equipment.
8. Non-A/V equipment
 - a. Includes additional chairs, banquet tables, and linen. Costs will be billed back to the client.
 - b. The HSC Office of Student Activities will handle the procurement of all rental equipment.
9. Room Fees
 - a. Room fees are outlined in the next section entitled MERB Room setups/fees.
 - b. Room fees are based on a per day basis and are a one-time fee per room being reserved regardless of the length of the event. As an example, Room 217 and Room 219 both have a room fee of \$100. If these rooms are being reserved for an event on Saturday from 9AM – 5PM, the total cost for reserving them will be \$200. Other costs for equipment and auxiliary services may still apply as outlined in this document and will be added to the room cost.
10. Cancellation policies
 - a. If an event is cancelled more than 2 (two) weeks prior to the event, the client will be not be charged a cancellation fee.
 - b. If an event is cancelled less than 2 (two) weeks prior to the event, the client will be charged 25% of the cost of the event.

MERB Room Setups/Fees

Commons

The commons area cannot be completely emptied. There will be some perimeter sofa seating present at all times. This area can be scheduled for events that begin after 5PM during the week or anytime on the weekend. Setup may require an earlier start time. Approval must be given by the Office of the Dean and/or the Office of Student Affairs to reserve this area for any other time before 5PM during the week.

Dining Hall (RM 119AB)

The dining hall can be scheduled for events that begin after 5PM during the week or anytime on the weekend. Setup may require an earlier start time. Approval must be given by the Office of the Dean and/or the Office of Student Affairs to reserve this area for any other time before 5PM during the week.

Classroom spaces

All events will need to utilize the current tables and chairs in all classroom spaces. No round tables are allowed. A full clear out of all tables and chairs is not possible.

MERB Room Fees

Please see next page for a breakdown of all rates.

Floor	Description	Space Name	Student Org	University	External Non-Profit	External Profit	
First	Auditorium	RM 105	\$0.00	\$300.00	\$575.00	\$1,000.00	
	Commons		\$0.00	\$300.00	\$575.00	\$1,000.00	
	Dining Hall	RM 119AB	\$0.00	\$60.00	\$75.00	\$150.00	
	Classroom	RM 119CD	\$0.00	\$60.00	\$75.00	\$150.00	
	Classroom	RM 119C	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 119D	\$0.00	\$40.00	\$50.00	\$100.00	
Second	Classroom	RM 217	\$0.00	\$110.00	\$150.00	\$275.00	
	Classroom	RM 217AB	\$0.00	\$60.00	\$75.00	\$150.00	
	Classroom	RM 217CD	\$0.00	\$60.00	\$75.00	\$150.00	
	Classroom	RM 217A	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 217B	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 217C	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 217D	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 219	\$0.00	\$110.00	\$150.00	\$275.00	
	Classroom	RM 219AB	\$0.00	\$60.00	\$75.00	\$150.00	
	Classroom	RM 219CD	\$0.00	\$60.00	\$75.00	\$150.00	
	Classroom	RM 219A	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 219B	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 219C	\$0.00	\$40.00	\$50.00	\$100.00	
	Classroom	RM 219D	\$0.00	\$40.00	\$50.00	\$100.00	
	Conference	RM 224	\$0.00	\$40.00	\$50.00	\$100.00	
	Third	Auditorium	RM 305	\$0.00	\$300.00	\$575.00	\$1,000.00
		Classroom	RM 317	\$0.00	\$110.00	\$150.00	\$275.00
		Classroom	RM 317AB	\$0.00	\$60.00	\$75.00	\$150.00
Classroom		RM 317CD	\$0.00	\$60.00	\$75.00	\$150.00	
Classroom		RM 317A	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 317B	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 317C	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 317D	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 319	\$0.00	\$110.00	\$150.00	\$275.00	
Classroom		RM 319AB	\$0.00	\$60.00	\$75.00	\$150.00	
Classroom		RM 319CD	\$0.00	\$60.00	\$75.00	\$150.00	
Classroom		RM 319A	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 319B	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 319C	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 319D	\$0.00	\$40.00	\$50.00	\$100.00	
Classroom		RM 342	\$0.00	\$40.00	\$50.00	\$100.00	
Conference		RM 343	\$0.00	\$40.00	\$50.00	\$100.00	