



Holy Cross Health: Scheduling and Use of the Holy Cross Health Conference Center and Other Meeting Rooms

Purpose: To outline Holy Cross Health’s policy for scheduling and use of conference rooms, meeting rooms and other spaces.

Policy Overview: Holy Cross Health meeting space (including the Holy Cross Health Conference Center at Holy Cross Hospital, conference spaces at Holy Cross Germantown Hospital and meeting spaces at the Holy Cross Resource Center) is designed to provide a pleasing and functional environment for management and staff to conduct educational forums, select meetings, conferencing, and events for colleagues, the medical staff and the community.

Meeting space at Holy Cross Health locations may be made available for use to external groups / outside organizations whose work is important to, and in alignment with, the mission of Holy Cross Health and the community it serves. In order to maintain the facility and its capabilities to serve our current and future needs, there may be some room use fees charged to groups wishing to use meeting space.

Holy Cross Health reserves the right to deny use of its meeting and event room(s) to any individual, group, or organization. In addition, Holy Cross Health reserves the right to cancel reservations at any time.

Applies To: All Holy Cross Health staff (colleagues, physicians, volunteers and others), external groups / outside organizations requesting use of or participating in meetings, educational offerings or other gatherings located at Holy Cross Hospital, Holy Cross Germantown Hospital, Holy Cross Health Network, and at / in other Holy Cross Health meeting spaces.

Definitions:

Term	Definition
Manager / Owner	The manager or meeting owner who is responsible for the meeting or educational offering.
Participant	An individual who is attending a meeting or educational offering.
External Group / Outside Organization	<ul style="list-style-type: none"> • An organization or group whose purpose, and intent in using the space, is consistent with the mission of Holy Cross Health to serve in the spirit of the Gospel as a compassionate and transforming health presence in the community and be a trusted provider of health care services. includesThese activities may include health education or health-related activities for the benefit of the community, patient education classes, support groups, seminars, training and other approved activities, where fees will not be charged to patrons wishing to participate; • Federal, state and local government bodies for activities where participants may include Holy Cross Health colleagues, members of the medical and dental staff, or local residents; • Members of the Holy Cross Health medical and dental staff for educational purposes, including the provision of free health information sessions on behalf of Holy Cross Health for the benefit of the community, with prior approval of the Holy Cross Health Medical Staff office that supports Holy Cross Hospital or Holy Cross Germantown Hospital; and • Any organization or group invited by Holy Cross Health to present a free health program for the benefit of colleagues, members of the medical and dental staff or the community. • Support groups or community groups whose purpose is to provide support related to health, diseases, and physical or mental illness and health education to the community.
Approved Scheduler	An individual who is approved by his/her manager to schedule rooms and resources, and who has completed training on the use of Resource Scheduler software.
Audio/Visual Equipment	Tools used by a presenter to display media including, but not limited to: computer projector, laptop, microphone and videoconferencing equipment.
Conference / Meeting Rooms	A list of rooms can be found on HCnet on the Conferencing and Audio Visual Services department page.

Resource Scheduler	Software scheduling system located on the Holy Cross Health's intranet website (HCnet)
--------------------	--

Scheduling Criteria:

Holy Cross Health schedules the use of conference rooms, meeting rooms and other spaces based on the following criteria:

1. **Purpose:** Education, meeting or other gathering of internal and/or external participants that aligns with and supports Holy Cross Health's mission and strategic and/or operational goals by providing health related activities to the staff and/or the community.
2. **Size:** The number of participants is of sufficient size to warrant the need for meeting rooms.
3. **Audio/Visual Requirements:** The meeting requires use of specialized technology (hardware and software) to facilitate meeting goals.
4. **Impact on Parking** – Meetings that do not bring extra vehicles to campuses. There is no parking allowed in our surrounding communities. All vehicles must park on Holy Cross Health property or approved sites.

Rules for Scheduling Conference / Meeting Spaces:

- Schedulers must be approved and trained on the use of Resource Scheduler. Training may be scheduled through the Conferencing and Audio Visual Services department. Only approved schedulers may schedule rooms through Resource Scheduler.
- Services that may be scheduled through Resource Scheduler are room reservations, audio/visual equipment, catering and room furniture setup.
- Resource Scheduler will accommodate requests for rooms with more than 24 hours' notice. Requests within 24 hours of the meeting or event must be coordinated with the Conferencing and Audio Visual staff and will be scheduled based on room and staff availability. Catering must be coordinated with the food and nutrition department.
- Meetings with more than 25- non Holy Cross Health participants must be coordinated with the manager. Meeting owners may be required to secure off-site parking for their participants through the security department.
- Manager/Owner or scheduler must provide at least 24 hours notice of cancellations, corrections and changes, if possible.

Use:

- Groups and individuals who use conference / meeting rooms and other spaces are guests and use of the space should reflect that understanding.
- Participants may use only those rooms approved for their use.

- Authorization for meeting room use is limited to the furniture, setup and equipment assigned to that specific room. Groups may change the seating and/or room configuration; however, the room must be returned to the way it was originally found. Specific audio/visual equipment is limited to those trained in its operation, and the use of non-hospital equipment must be approved prior to its use.
- Meetings/events must start and end on time. Groups will have access to the room 15 minutes prior to the meeting start time to prepare materials, unless authorization is given for additional time, based on room availability.
- Equipment and supplies must be used appropriately. No signs, posters, or decorations of any kind are to be used in the room, unless approved by Conferencing and Audio/Visual Services management. No adhesive tape, staples or push pins of any kind may be used on the meeting room doors, walls and/or furniture. No latex balloons may be used in meeting spaces.
- The conference/meeting and other spaces may not be used for personal celebrations such as birthday parties and bridal/baby showers.
- No open flames (e.g., Sterno) are permitted anywhere. Outside caterers must adhere to this policy and other hospital policies.
- No food or drink is allowed in the computer labs (e.g. Technology Learning Centers).
- Upon completion of use, the conference/meeting room must be restored to its original condition.
 - Food and Nutrition Services must be notified to retrieve uneaten food and chafing dishes promptly following the conclusion of the meeting/event.
 - Trash must be disposed of in the provided receptacles and recycled material should be placed in the appropriate containers.
 - Lights and equipment must be turned off when meeting has ended.
 - All written materials including confidential protected health information materials must be removed from the conference/meeting room at time of the group's departure.
 - All clinical applications used during a meeting must be signed out and closed.
- In rare occurrences, the serving of alcoholic beverages is permitted, but must be approved by a Holy Cross Health senior leader (vice president/senior director or above or her/his designee). In addition, the manager of Conferencing and Audio Visual Services must be made aware that alcoholic beverages will be served in the Holy Cross Health Conference Center.
- It is the policy of Holy Cross Health to provide an environment free of tobacco and exposure to secondhand smoke. The use of tobacco products is not allowed on the property or surrounding grounds.
- Problems should be reported in a timely manner to Conferencing and Audio/Visual Services management or staff. The Manager/Owner is responsible to ensure all rules and guidelines for use of the

conference/meeting rooms are followed and that staff are accountable for damages or abuse of privilege.

Fee Considerations for External Groups / Outside Organizations:

In order to maintain our meeting space and its capabilities to serve our current and future needs, Holy Cross Health may require a fee for use when one or more of the following conditions are met:

- Attendees of the event are charged a fee to participate in the activity
- The use of an audiovisual specialist is required for the event
- The group or organization is a for-profit entity

General Facility Use Charges

- **Use of single room including audio visual equipment (per hour – two hour minimum): \$120.00**
- **Full-Day use of the entire facility (including concourse): \$5,500.00**
- **Security deposit: \$500.00.** A security deposit may be required and will be returned to user or used towards the damage of any part of the facility and/or equipment after inspection is completed.
- **Discount for approved non-profit: \$120.00.** Organization's use of the facility must be sponsored by an Holy Cross Health department and approved by a member of Holy Cross Health's senior leadership team in order for the discount to apply. No discount is available on specialized audio/visual equipment or personnel support.

Additional Charges (optional)

- **Audio/Visual Technician: \$ 60.00 per hour.** Charge for an on-site audio/visual technician to operate specialized equipment such as video conferencing.
- **Audio/Video Conferencing, and Videotaping of Event: \$160.00/per hour.** Includes AV technician, costs associated with equipment setup, supplies, and operation.
- **Catering:** Onsite catering is available through our Food and Nutrition Services department.

Beyond room use and additional charges, parking rates may apply for specific locations.

Cancellation Fee:

- Notice of cancellation must be given at least 24 hours in advance of the start time of the meeting / event. Failure to do so may result in a **\$150.00** charge to the scheduling organization.
- Please note that this charge only represents a fee regarding cancellation of the use of the facility, and does not include any cancellation fees that may be charged for other services such as catering.