

Meeting Room Use at Holy Cross Health

Overview

Meeting space at Holy Cross Health locations may be made available for use to external groups whose work is important to and aligns with the mission of Holy Cross Health and the community it serves. To maintain its facilities, Holy Cross Health may require some room-use fees from groups wishing to use the space.

Please Note: Holy Cross Health reserves the right to deny use of its meeting and event rooms to any group, organization or individual. Holy Cross Health also reserves the right to cancel reservations at any time.

Guidelines

- Groups and individuals who use conference / meeting rooms are guests; use of the space should reflect that understanding.
- Participants may use only the 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 or room configuration; however, the room must be returned to the way it was found. Specific audiovisual 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 designated start time, 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 may be used on doors, walls or furniture. Latex balloons are prohibited.
- Holy Cross Health conference/meeting spaces may not be used for personal celebrations, such as birthday parties or bridal/baby showers.
- Open flames (e.g., Sterno) are prohibited.
- Food and drink is prohibited in the computer training spaces
- Trash must be disposed of in the provided receptacles, and recyclable material should be placed in the appropriate containers.
- Lights and equipment must be turned off when the meeting ends.
- All written materials, including confidential protected health information materials, must be removed from the conference/meeting room when the group departs.
- 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.
- Meetings with more than 25 non-Holy Cross Health participants must be coordinated with the Conferencing and Audio/Visual Services Manager. Meeting coordinators also may be required to contact the Security Department to secure off-site parking for attendees.
- Problems should be reported in a timely manner to Conferencing and Audio/Visual Services management or staff. The meeting coordinator is responsible for ensuring all rules and guidelines for use of Holy Cross Health meeting space are followed; he/she will be held accountable for damages or abuse of the privilege.