

GENERAL

- All conference room reservation MUST be made on the online EMS system via the following link: <https://ems.wayne.edu/EmsWebApp/>.
- All rooms are reserved on a first come, first served basis – All SOM requests will be honored before any requests generated outside the School of Medicine. SOM classes and Dean's Office events take precedence over all requests.
- Conference Rooms are made available to students to study during off business hours and during business hours when the rooms are not in use for administrative meetings. However, students may not reserve the conference rooms for study. All student request for use of conference rooms for study must be made in person in the Facilities & Support Services office.
- While bumping is rare, it can happen. Should bumping occur, the School of Medicine will endeavor to bump to a comparable room. If a reservation is bumped to another room the person who made the reservation request will be notified in writing.
- Reservations for small groups should not request rooms designed for larger groups unless those are the only rooms available.
- Due to the high demand for room use, holds cannot be placed on rooms. Please do not submit a reservation request unless your event/meeting date is set. All requests for holds will be denied.
- Any set up time needed should be included at the start of your reservation time including time for food delivery if appropriate. Access to the reserved room will not be allowed before the allotted start time.
- The Facilities & Support Services office is not responsible for unlocking the conference rooms for meeting/events. All keys for rooms can be obtained from room 1102 Scott Hall. The person who signs out the key for any room are responsible for making sure the room is locked at the end of the meeting and the key returned to the School of Medicine Facilities & Support Services office.
- Keys can only be signed out the day of your event/meeting unless the event is held on a weekend or the start time is prior to the normal business hours of the Facilities office. In such cases, the keys may be checked out the afternoon before the close of normal business hours. Normal business hours for the Facilities & Support Services office are 8:30 AM – 5:00 PM, Monday – Friday.
- If a meeting is cancelled, please contact Facilities & Support Services as soon as possible to cancel un-needed reservations. Failure to cancel an un-needed reservation more than twice may result in a denial of future room use. For recurring reservations, failure to use the reserved room twice in a row will result in a cancellation of all further scheduled dates for the recurring reservation.

SPECIAL SET UPS

- **Special set ups must be requested at the time of the reservation request.** Actual diagrams of set up options are available from Facilities & Support Services by calling 313-577-1460.
- Additional tables and/or chairs are not available for any Scott Hall conference room.

- The only room that furniture can be removed is the Margherio Conference Center. All furniture must remain in all other rooms.
- Special Set ups are only available in the following rooms – Margherio Conference Center; Room 1328 and Room 1358 and the Scott Hall Cafeteria. Special set ups cannot be done for any other conference room. The School of Medicine Facilities office will arrange for set ups in Margherio and rooms 1328 and 1358. Cafeteria set ups are the sole responsibility of the department requesting the reservation.
- Special set ups cannot be requested for rooms 2216, 2206 and 2238. You may move the furniture yourself, however; you must move it back to standard set up at the end of your meeting. Standard set up diagrams are posted on the wall of each room. Failure to reset a room to standard set up could result in denial of future room use.
- **Special set ups in the Margherio Conference Center may be limited.** Special set ups in Margherio require a minimum of an additional 2 hours prior to your event and reset time during normal business hours after your event. If you need a special set up for your Margherio Conference Center event please contact Krista Mitchell in Facilities & Support Services at 313-577-9028 or via email at kmitchel@med.wayne.edu prior to making your reservation to confirm special set up can be accommodated for the date and time of your request.
- Cafeteria set ups can be done by personnel from the reserving department or by University hired movers. **If cafeteria furniture is moved you are responsible for moving it back to the standard set up at the end of your event.**
 1. If tables are moved via department personnel, table movers will be provided by the Facilities & Support Services office. Tables must be put back to standard immediately following your event. Standard set up diagrams will be provided by the Facilities & Support Services office.
 2. If outside movers are required, you can contract with WSU Grounds Department or with an outside moving company via Facilities Planning & Management.

Ground Department Movers:

- You must contact the Grounds Department a minimum 4 weeks prior to your event to obtain an estimate of costs.
- You must provide an IRB as payment for the total estimate amount 2 weeks prior to your event.

Outside Moving Company hired through FP&M

You may also contract with Facilities Planning & Management for an outside moving company. If you require an estimate of costs, requests should be sent via the FP&M website 6 weeks prior to your event. If an estimate is not needed, you can request a direct bill contract through the FP&M web site a minimum of 4 weeks prior to your event.

- If using the Grounds Department or an outside moving company, **you must arrange for both set up and reset to standard at the same time.** Please contact Facilities & Support Services at 577-1460 with any question regarding this policy

FOOD AND CATERING SERVICES

Food is allowed in all School of Medicine conference rooms. Please note: The School of Medicine does not have refrigerators or heating devices for food. We also cannot provide ice for your event.

- Any catered food must come from Wayne State Dining Services
- Wayne State Dining Services is the sole provider of food on campus, including snacks, when the total amount spent using university funds is over \$200.00
- Waivers to the Food Policies can be requested.
 1. If using non university funds and the food purchased is over \$200.00 a waiver must be requested from Wayne State Dining Services located in McGregor Memorial Conference Center by calling 577-2400.
- Food not catered by Wayne State Dining services is allowed in all conference rooms if it meets the following guidelines:
 1. Non-perishable snacks including chips, candy, soft drinks, donuts, cookies, cupcakes and sheet cakes.
 2. Pre-packaged, store purchased cheese trays, vegetable trays, fruit trays, individually packaged salsa, hummus, dips, etc.
 3. Pizza is permitted but must be served with serving utensils (e.g. spatula) and gloves. Pizza must be served immediately upon delivery to the room.
- The following items are NOT permitted in any School of Medicine conference room.
 1. Food that requires refrigeration or warming to maintain proper health regulation temperature, unless provided by Wayne State Dining Services.
 2. Heating units (e.g. crock pots, skillets & serving dishes with warmer), unless provided by Wayne State Dining Services.
- Any food left over must be cleaned out of the room at the end of the meeting/event.

CONDUCT POLICIES

- The department using reserved space is responsible for the enforcement of university conduct policies as related to the event as well as those in attendance of the event.
- Groups may not bring their own alcohol into any University owned building on the Medical School Campus.
- No smoking is permitted in any School of Medicine building.
- All decorations, including balloons, must be removed for the room at the completion of the event. Failure to remove decorations will result in a denial of decorations for future events.
- Nothing can be taped to painted surfaces. Items/decorations may be hung with 3M Command brand hangers. **If any damage occurs to painted surfaces by removal of taped decorations, the department hosting the event will be responsible for all cost incurred to repair the damage. This includes repainting of all walls.**

SPECIAL CIRCUMSTANCES

- Weekend meetings/events are permitted, however, depending on the size and scope of the event **custodial services may be required**. Any cost associated with custodial services will be the sole responsibility of the department/person hosting the event. Estimate of costs must be requested from WSU Facilities Planning & Management a minimum of 4 weeks prior to your event and an IRB for the total cost of the estimate must be provided to WSU Facilities Planning & Management 2 weeks prior to event.
- Any person/group or department who utilizes the conference rooms is responsible for leaving the rooms in the same condition they found it. All trash must be bagged and placed by trash receptacles. All tables must be clean.
- Conference rooms cannot be used during University closure periods.

Any questions or concerns regarding the above rules for room use can be directed to the Facilities & Support Services office at 313-577-1460.