

**Perelman School of Medicine at the University of Pennsylvania
Policy & Procedure Manual
External Event Policy
PSOM Space Use by External Organizations**

ADMINISTRATION
Policy Number:
Original Date Approved: 10/08/2019
Date Updated:

I. PURPOSE

To assure the highest and best use of Perelman School of Medicine (PSOM) shared meeting spaces in support of the School’s Mission. To provide guidance to users, schedulers and the PSOM Office of Scheduling & Event Services (SES) in the administration of external event requests for the use of PSOM space.

II. POLICY

Rental of event space within PSOM buildings may be provided for external events that support the mission of Penn Medicine including academic, research, or clinical meetings and conferences. External events that are non-mission related might wish to reach out to University of Pennsylvania Hospitality Services at: <http://cms.business-services.upenn.edu/hospitality-services/> or Perelman Quadrangle at: <https://www.vpul.upenn.edu/perelmanquad/reserve-search> for more information on the spaces and event services they manage.

Eligibility:

- All external organizations not affiliated with the University are required to have a Penn Medicine sponsor.
- Non-Penn affiliated guests are subject to all University rules and policies.

Priority Scheduling:

- Academic scheduling is given priority each semester.
- Penn Medicine events will receive priority scheduling before external events.

Reservation Process for External Events / Penn Medicine Sponsoring Faculty or Staff Member

- A Penn Medicine sponsor is required to reserve space for a non-affiliated organization.
- A sponsoring department may place an event request at: <https://upenmed.emscloudservice.com/web/Default.aspx> using their PennKey and Password.

SUPERSEDES:	ISSUED BY: _____ Vice Dean, Finance and Operations Perelman School of Medicine
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- All uses are required to provide a PSOM budget code or a UPHS Lawson Code to place a request. Fees for space, staff, housekeeping, security, and event administration will be quoted on the front of the confirmation.
- Caterer Approval: Events serving food must be indicated when placing a reservation. All events serving food in PSOM scheduled space are required to use a Penn Approved Caterer <https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/approved-caterers.html>.
- Alcohol Approval: All events where alcohol will be served require the sponsor to initial they have read and understand the University alcohol policy at: <https://www.vpul.upenn.edu/alcohol/policy.php>. A trained bartender, who is obliged to request ID from any persons who he/she does not believe to be 21 years of age, may only serve alcohol.
- Housekeeping: All events with food & beverages will be subject to housekeeping fees. Housekeeping fees will be assessed on all weekend events and events with over one hundred attendees.
- Once a request is submitted the sponsoring department will receive an event confirmation within (3) business days. SES reserves the right to make any changes in the assigned space(s) to best accommodate all activities held within the School. Acceptance and/or rejection of any request is at the discretion of Perelman School of Medicine, Space Planning and Operations, Office of Scheduling and Event Services.

Event Coordination:

Once an event sponsor has received a confirmation email with a reservation number and a room assignment, the SES Office will contact the event organizer to schedule a planning meeting. At least one walk-through including a representative from the sponsoring department, vendors (such as a caterer, etc.), and the service representatives from the PSOM must be scheduled within 30 days of the event. All event changes/updates must be made in writing by the sponsoring department.

Facility Damage:

The facility space/equipment must be left in the condition they are found. Any damage to the facility and/or equipment is the financial responsibility of the sponsoring department. The budget code provided will be charged for damages.

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