

College of Public Health Room Utilization Guidelines

The assignment of College of Public Health will be coordinated through the Administrative Services Office (ext. 4-3623). Space will only be assigned for those functions which are compatible with the mission of the College. We reserve the right to refuse requests for room reservations.

Please note: The order of priority for room reservations will be 1) Copenh academic events, 2) Copenh Continuing Education & Events, 3) USF academic events; 4) University events, and 5) Non-USF events. The College reserves the right to cancel events. The Copenh is not responsible for locating alternate space should it become necessary to cancel a scheduled event.

GENERAL GUIDELINES

All scheduled Copenh or University events held at the Copenh require an accountable Copenh faculty/staff sponsor. Rooms will be reserved on a space available basis up to two years in advance for Copenh events. As academic events receive priority, should the class schedule change or as it is published, the College reserves the right to cancel or move a scheduled event.

For events taking place during normal business hours, please contact the College receptionist at 974-3623. For events to be scheduled during weekend hours, please contact Michael Haywood at 974-6613. The room requested will be checked for availability and if the size of the group can be accommodated on the date(s) requested, the room will be reserved. The requestor will be sent a written confirmation of their reservation if the Copenh has available space.

All requests for the use of Copenh space should be made in writing on the appropriate request form. This form is located on the Copenh website or can be obtained from the receptionist (974-3623).

Requests for the use of Copenh space can be made up to two years in advance during non-academic session times. Dates can be scheduled up to one semester in advance during academic times but may be rescheduled due to changes in the academic schedule. The Copenh Facilities Office will make every attempt to reschedule a previously reserved event before contacting the requestor.

Housekeeping (ext. 4-4343) - Copenh events may be required to pay for custodial services if required. The facility manager will notify event coordinators of this requirement in advance.

A/V Requirements – A/V requirements need to be coordinated at the time of reservation. There may be monetary charges for services required.

Parking for Events – The sponsoring group is responsible for coordinating parking for their events. For large events (groups over 50), arrangements must be made with Parking Services to utilize other lots and permits must be sent to participants in advance.

Damages - The faculty/staff sponsor and the group utilizing the HSC facilities will be responsible for charges relating to damages to the facility and actual repair/replacement costs.

Room Set-Up: With a minimum 24-hour notice, room set-ups may be altered at the request of the user. This request should be made in writing preferably at the time of scheduling. If rooms are not left as found, a \$25 reset fee may be charged.

Food Events – Events including food service are responsible for managing this service themselves. The COPH is not responsible for safeguarding food, nor for the cleanup of meals after an event. Any time required to clean up will be billed back to the accountable sponsor.

Please notify Mr. Haywood, 974-6613, within five working days of an event, if a reasonable accommodation of a disability is needed.