



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.107
	Date: May 20, 1993
Subject: SPACE RESERVATIONS	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines for the formal reservation of rooms, buildings, grounds and other College facilities.

II. Scope

This policy applies to all persons and/or groups who wish to utilize New York Medical College facilities.

III. Definition

Space Reservations are formal requests for the use of a facility at New York Medical College.

IV. Policy

It is the policy of New York Medical College that persons and/or groups requiring the use of facilities operated by New York Medical College shall reserve such facilities and receive formal written authorization prior to such use.

V. Procedure

- A. Persons and/or groups requesting the use of New York Medical College facilities shall complete a Space Reservation (FM-2) form and return same to the Facilities Management office at least two weeks prior to such use.
- B. The Facilities Management Department shall:
 1. Process each request by first ascertaining that the required facility is available at the time requested, and that the requestor is a permitted user of such College facilities.
 2. Coordinate any other required services (i.e.-catering, furniture set-up and removal, cleaning, etc.).
- C. When all conditions are met the requestor is given an approved copy of the request.
- D. Persons and/or groups using the College's facilities:

Issued By:

Approved By:

1. Shall bear all costs associated with using the facilities including: Set-up, Clean-up, Special Security and any other special costs associated with using the facility.
2. Must use the College's designated food vendor to provide all food services for such events.

VI. Responsibility

A. Persons and/or groups requesting use of College facilities:

1. Complete a Space Reservation (FM-2) form.
2. Bear all costs associated with facilities use.
3. Must use the College's designated food vendor.

B. Facilities Management Department

1. Provide advice and guidance with respect to the interpretation and administration of this policy.