

CMRC CONFERENCE ROOM GUIDELINES

1. **BUSINESS HOURS**

Regular business hours for the Children's Memorial Research Center are **8:00 a.m. to 4:30 p.m., Monday through Friday.**

2. **RESERVATIONS**

Submit a typed copy of the CMRC Conference Room Reservation Form to Peg Rainey (Mailbox 205, Fax 56533, x56310). **While we will attempt to meet everyone's needs, potential users are reminded that these rooms are heavily used and reservations are placed on the calendar only when the reservation form has been received.** The contact person/event coordinator identified on the form will be notified should further information or clarification be required. **Wolfson reservations are placed one hour apart on the calendar.**

3. **RESERVATION START AND END TIMES**

Start Time = this time indicates when you would like the room ready to use.

End Time = this time indicates when you will vacate the room.

4. **ADDITIONAL SECURITY**

If any part of your event occurs outside of regular business hours, a security officer is required to be on site. The cost for additional security is \$20/hr and will be charged to the CMH account number provided on the reservation form. CMRC staff will make arrangements for Security if this is required.

5. **CONFERENCE ROOMS**

Wolfson conference room A seating capacity is determined by the set-up options listed below.

Auditorium	(72 persons max.)	Chairs in rows with NO tables, center aisle
Classroom	(36 persons max.)	Tables with 3 chairs each in rows, center aisle
Boardroom	(42 persons max.)	Tables with 3 chairs each in U-shape
Other	(75 persons max.)	Call Peg Rainey x56310 to discuss options.

Conference rooms B/C and D/E each accommodate up to 12 people. Room setup is permanent.

6. **CHILDREN**

For safety and security purposes, children under the age of 16 should not be present at events held in CMRC.

7. **1st FLOOR MAIN LOBBY**

The 1st floor main lobby should remain clear of event overflow (i.e. catering, breakout groups, etc.) during regular business hours. This area is used to receive guests, deliveries and for CMRC personnel entering and leaving the building.

8. **LOADING DOCK**

For health and safety reasons, **the dock should not be used for food preparation.** The loading dock is a working dock. All items needed to conduct research pass through the dock, as well as the waste products generated by research - this includes bio-hazardous materials. Outside the dock area is the garbage dumpster, flammable liquid storage cabinet, and the building's air intake vents.

9. **CATERING**

Food must be catered. Catering tables are permanently located in the conference rooms and should remain in the rooms during regular business hours. Food may be served in the CMRC 1st floor lobby after regular business hours.

10. **FOOD PREPARATION / SERVING**

Conference rooms B/C and D/E should be used for food preparation. Caterers are responsible for providing protective covers for the tables (~13.5 ft. x 4 ft.) and the carpeting in these rooms. **The conference room tables in B/C and D/E must remain in the room.**

11. **SECURITY ISSUES / INFORMATION**

Emergency phone numbers:

Children's Memorial Research Center Security– x56549 or x56401

CMH Security Department – x4222

12. **FIRE CODES**

CMH fire code prohibits open flames (i.e., lighted candles, etc.) in the building.

13. **PARKING**

Event coordinators should make shuttle and valet service arrangements through Luis Duarte, Director of Security, at x3056 or lduarte@childrensmemorial.org.

14. **TOURS OF UPPER FLOORS AND LAB AREAS**

Tours of the upper floors and lab areas are permitted only under the guidance of principal investigators. Approval must be obtained from the principal investigator and CMRC administration. Children under 16 years of age are not allowed above the first floor without prior approval, proper supervision, and written parental permission. Guests are not to be taken into laboratory areas where staff is working with chemicals, biohazards, radioisotopes, or animals.

15. **FURNITURE / RENTAL EQUIPMENT PICK-UP**

Furniture and rental equipment should be picked up as soon as possible after the event to avoid interference with the set-up time required for events that may follow. CMRC does not have extra storage space.

16. **CANCELLATION**

If your event is cancelled, please notify Peg Rainey x56310 (prainey@childrensmemorial.org) as soon as possible so that the room(s) can be released. Events which are cancelled less than 24 hours prior to the event may be subject to a cancellation fee of \$50 which will be charged to the CMH account number provided on the reservation form.

17. **CLEAN UP – Important!**

Be sure to pick up and place all trash in the appropriate receptacles, remove catering serving items and leftovers from the room, and clear off table tops before leaving. If additional cleanup time is required by CMRC staff, a fee of \$25/hr may be charged to the CMH account number provided on the reservation form

18. **DAMAGES TO ROOM FURNISHINGS OR EQUIPMENT**

If damages to room furnishings or equipment should occur during your event, the charge will be determined by the cost of the repair or replacement. This amount will be charged to the CMH account # provided on the reservation form.

19. **CONFLICT RESOLUTION**

Users requesting to use a conference room(s), at a time which is already booked by another party, are requested to contact the other party directly at the phone number provided on the reservation. Resolution of the conflict should be sent via email to prainey@childrensmemorial.org, with a copy to all parties involved in the issue. Once the resolution is confirmed with the party having the original reservation, the change to the conference room schedule will be made and an email confirmation of the change will be sent to all parties.