

College of Medicine Student Services Room Reservation Guidance & Procedure Document

Recognized Student Organizations (RSO) Reservation Guidance:

Recognized Student Organizations must fill out a room reservation form at least 15 business days prior to the event. Submitting a room reservation form does not guarantee your event reservation or event.

Student Services highly recommends organizations host no more than two events in a day. Requests for more than two events in a day will be reviewed on a case-by-case basis.

[Room Reservation Link](#)

Available Spaces & Regulations:

- Atrium (events must occur after 5:00 pm):
 - Promoting a student event or initiative with the College of Medicine engaging with common foot traffic.
 - Educational initiative that is relevant to the UCF College of Medicine student body.
 - Tables, chairs, easels, and AV Tech requests are available.
 - Food & drink is allowed in the space.
 - Provision of trash cans can be coordinated with housekeeping and facilities, however, clean-up for all other matters is the responsibility of the group and must be completed after an event ends.
 - **Capacity:** 50-100+ people
- Anatomy Lab, Clinical Skills, and Simulation:
 - For requests to utilize the Anatomy Lab please complete the form found on the Student Services room reservation page and return it to Jennifer Mark or Dr. Jeffrey Plochocki. Student organizations will be asked to inform the Office of Student Affairs of their event.
 - For requests to utilize the Clinical Skills and Simulation Center, please complete the CSSC Request Form found on the Student Services room reservation page. For more information, please contact COMCSSC@ucf.edu. Student will be asked to inform the Office of Student Affairs of their event.
 - **Capacity:** Determined by Anatomy Lab or Clinical Skills and Simulation Center points of contact.
- Classroom Building Room Reservation:
 - Promoting a student event, community event or initiative with an attendance greater than 24.
 - Technology and equipment in the room will be accessible for all events. If students need assistance with equipment, AV Tech support can be requested through Student Services.

- Space is reserved for educational initiatives relevant to the UCF College of Medicine student body. Misuse of the space by students or organizations may result in loss of future reservation privileges.
 - Food & drink is limited based on the location (i.e., No food or drink is allowed in COM 102, COM 401/404).
 - Reservation transfers between individuals or groups are prohibited. The original reserving party will be held responsible for any damage or issues that occur during their reservation period.
 - Furniture and desks in the room may not be moved.
 - Provision of trash cans can be coordinated with housekeeping and facilities, however, clean-up for all other matters is the responsibility of the group and must be completed after an event ends.
 - *Courses have priority over special events, student events, community events, or initiatives therefore any reservations of a special event should prepare a contingency plan should a class affect your schedule.*
 - **Capacity:** 62-348 people, depending on room
- Student Group Learning (SGL):
 - General board meetings, student events, or meetings smaller than 24 people in attendance will be available upon request.
 - All SGLs are equipped with technology to host in-person and virtual meetings with whiteboard spaces.
 - Requests to remove airwalls can be made within the room reservation form.
 - Tables and chairs can be adjusted to meet the needs of the meeting, however, furniture must be returned to its original position.
 - Provision of trash cans can be coordinated with housekeeping and facilities, however, clean-up for all other matters is the responsibility of the group and must be completed after an event ends.
 - **Capacity:** 12-24
- Student Lounge (SL):
 - Social events (e.g., game nights, potlucks, TED talks) can be held in the space. As a reminder, the open space can have students coming and going through the door. Student Services can assist in coordinating the space; however, we cannot close off or reserve it for an event.
 - Students are responsible for cleaning up after themselves (i.e. disposing of any trash, dirty dishes, dish rack, clean refrigerator, drinks disposed of, etc.)
 - All cardboard boxes should be properly broken down and set beside the trashcans within the space.
 - Keep all doorways and fire alarms free of clutter to ensure everyone's safety.
 - If items are broken or not properly functioning in the space, email comstudent

- Tavistock Green/Piazza
 - Promoting student events, community events, initiatives, or large events outside of the building.
 - Students wanting to use the space will need to notify Student Services in advance to ensure there are no landscaping issues (i.e. sprinklers).
 - Tables, chairs, and limited AV Tech can be requested.
 - Provision of trash cans can be coordinated with housekeeping and facilities, however, clean-up for all other matters is the responsibility of the group and must be completed after an event ends.
 - **Capacity: 100**

Procedure regarding weekend events:

If a student organization wishes to host a weekend event, the Student Services department must receive notice at least **three months** prior to the event date. Requests for a weekend should be submitted through the room reservation link with pertinent information about the day of the event. If AV and technology support services, housekeeping and facilities, operations and security, and other departments are needed, Student Services will facilitate the collaboration between departments and student organizations.

Additionally, student groups might be responsible to pay a small refundable fee to offset the cost for staffing the building on a weekend.

Procedures regarding Security:

- The College of Medicine ID badge provides access to the Medical Education building and is also the official identification tag. It should always be worn when on the Health Sciences Campus at Lake Nona or in clinical settings.
- All visitors must check in with the front desk to receive a visitor ID tag. If a student organization hosts an event with guests after 5:00 pm, the student organization must have the faculty advisor present for the entirety of the event.
- Doors to the Medical Education building are locked at 5 p.m. Student organizations will need to plan to have someone available to let registered guests in after 5:00 p.m.

Policy regarding Youth and SAFE forms

- All events on campus meeting the definition of potentially hazardous events including those sponsored by staff, faculty, departments/offices, registered student organizations and outside organizations must complete the SAFE Form.
 - SAFE Forms must be submitted at **least 15 calendar days** prior to the date.
 - Event Examples: suture clinics, Global Health Conference, Winter Showcase, youth programs, etc.)
 - More specific information can be found by visiting: <https://safe.sdes.ucf.edu/>

- All activities or programs hosted by UCF or sponsored by youth programs and third-party organizations must review the [Youth Protection Program](#) policy for clarification on when an event must be registered with the College of Medicine.