

# MEETING ROOM AGREEMENT: COMMUNITY USE

St. Peter's Health (SPH) provides rooms for meetings of departments, medical staff, SPH-sponsored activities, and health-related meetings hosted by community groups. Meetings are typically scheduled between 8am – 5pm, Monday through Friday only, on a space-available basis, and priority is given to official SPH business.

## Terms of Use by Outside Organizations

Conference rooms may be provided to healthcare-related community groups if an appropriate meeting room space is available and if the group is not charging money or admission for the event. SPH reserves the right to charge outside organizations for the use of the conference rooms. SPH does not routinely schedule on-going monthly meetings of these organizations.

## Audio Visual (AV) Needs

Select AV equipment is available Monday through Friday, between 8am – 5pm with limited support. Community groups are required to set up a time with SPH Information Services at least 48 hours ahead of the event to ensure system compatibility. Information Services can be reached at 457-4357 or [helpdesk@sphealth.org](mailto:helpdesk@sphealth.org). Community groups are encouraged to bring an additional back-up projector. Please also note, LIVE video streaming is unavailable (Skype, Zoom, etc).

## Meal Catering and Beverage Service

- Coordination for catering or beverage service for meetings will be referred to SPH Nutrition Services catering staff. Two weeks advance notice must be provided to staff for service, otherwise a surcharge may be assessed. To arrange these services, please contact the catering staff at [Catering@sphealth.org](mailto:Catering@sphealth.org) or call 447-2445 (Karea) and 447-2493 (Erika).
- No outside food can be brought into the meeting. Catered meals and beverage service may be ordered on week days through SPH catering or by individual purchase through the Continental Café and Coffee Shop, which is located in the Public Concourse area. (The Café hours are 7am – 6pm weekdays; and 8:30am – 5pm weekends/holidays.)

- Outside organizations requesting catering will be charged a rate as negotiated with the Nutrition Services Department. Your organization is responsible for ordering and payment.
- Food not consumed by attendees may not be “boxed up,” nor will SPH provide containers to take them off premises. This is due to the potential for food borne illnesses.

## Meeting Room Setup & Cleanup

### Setup

Housekeeping will set up conference rooms for the first meeting of the day. Setup for all other conference room meetings throughout the day are the responsibility of the person requesting the meeting room.

All groups are advised to arrive one hour prior to start to ensure room setup, AV use, computer compatibility, etc.

### Cleanup

SPH Nutrition Services is responsible for cleaning catering-related items from the conference meeting rooms following a meeting with catering. The meeting scheduler must plan for at least 30 minutes for cleanup following a catered event, i.e. a meeting with food scheduled to end at 8am must allow 30 minutes before the next meeting begins at 8:30am. The person in charge of the meeting is responsible for any necessary non-catering related clean-up of the conference meeting rooms and/or department meeting areas, including cleaning of white-boards and returning any borrowed AV equipment.

Groups are to remove all materials brought in to the facility.

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## **Cancellation or Change of Meeting Rooms/ Catering**

- It is the responsibility of the person requesting the meeting room to cancel if a meeting will not take place. Please email [meetings@sphealth.org](mailto:meetings@sphealth.org) as soon as possible to allow others to use the room.
- When canceling or changing catering, please call SPH Nutrition Services at 447-2445 at least twenty-four (24) hours in advance or the catering will be charged to the department or group.

## **Miscellaneous**

The following items are not allowed:

- Latex balloons
- Poinsettia plants
- Open-flame candles
- Heating elements
- Confetti table decorations
- Perfumes or air fresheners

## **Parking for Attendees**

SPH's primary services are to meet the needs of our patients. Please ask your attendees to observe the designated patient and staff parking signs. Parking is available on the street, along the exterior edges of the parking lots, and in the gravel parking lot next to St. Peters Health Medical Group –Broadway Clinic. For a map, visit [www.sphealth.org/directions-parking](http://www.sphealth.org/directions-parking).

## **Signage**

Please use and print the attached template for room signage. You can place this signage in the plastic sleeves located outside the conference room doors, if available. The event name and its location will also appear on the Meeting Room reader screens at the Main and East Entrance.

Do not tape, pin, or hang any posters or banners, etc. on to the walls or doors in the hallways or meeting rooms. It violates fire code and may damage walls and will be removed by hospital personnel if found. If you would like to post your own sign outside the room to help with wayfinding, 8.5 x 11" plastic vertical sign holders are located next to the doors for your use.

## **Smoking**

All SPH facilities and campuses shall be smoke-free and tobacco-free.

## **Break Areas**

During meeting breaks, please remind attendees to keep walkways open for patients and visitors.



St. Peter's Health