

MEETING ROOM AGREEMENT: COMMUNITY USE

St. Peter's Health provides meeting rooms for departments, medical staff, St. Peter's-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 St. Peter's 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. St. Peter's reserves the right to charge outside organizations for the use of the conference rooms. St. Peter's typically does not routinely schedule on-going monthly meetings for outside organizations.

Audio Visual (AV) Needs

Select AV equipment may be available Monday through Friday, between 8am – 5pm with limited support. Community groups are required to set up a time with our Information Services team at least 48 hours ahead of the event to ensure system compatibility. Information Services can be reached at 457-4357 or 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

- Catered meals and/or beverage service may be ordered on week days only through our Nutrition Services team.
- Due to staffing considerations, **two weeks advance** notice must be provided to request catering and/or beverage service for your meeting. To arrange these services, please contact the catering staff at catering@sphealth.org or call 406-447-2445. Organizations are responsible for ordering and costs associated with service selected.
- Food not consumed by attendees may not be “boxed up,” nor will St. Peter's provide containers to take them off premises. This is due to the potential for food borne illnesses.

- No outside food may be brought into the meeting unless in-house catering and/or beverage service is unavailable. Out-of-house catering service must be delivered the day of the meeting.
- In lieu of catering, individual purchase of food and beverage can also be made through our Continental Café and Coffee Shop, which is located in the Public Concourse area at the Regional Medical Center. Continental Café hours are 7am – 6pm Monday through Friday. If organizations intend to rely on the Café to feed attendees the day of your meeting(s), please contact our Nutrition Services team least 48 hours in advance so they can plan accordingly.

Meeting Room Setup & Cleanup

Setup: Our Environment Services team 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: The St. Peter's Nutrition Services team is responsible for cleaning cater-related items from the conference meeting rooms following a meeting with in-house catering. The meeting scheduler must plan for at least 30 minutes for cleanup following an in-house 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 the clean up of out-of-house cater-related items and any necessary non-catering items including cleaning of whiteboards 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 website@sphealth.org as soon as possible to allow others to use the room.
- When canceling or changing catering, please call 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

St. Peter'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.

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 St. Peter's 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.