



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Use of Uniformed Services University of the Health Sciences (USU) Facilities

### Instruction 5110

(CSD)

RECEIVED OCT 23 2017

#### ABSTRACT

This Instruction provides a detailed description of policies and procedures in place for the use and maintenance of facilities at the Uniformed Services University of the Health Sciences (USU). The policies and procedures include a list of scheduling and requestor priorities, a description of charges, and a checklist of areas of support for meetings held at USU.

#### **A. Reissuance and Purpose.**

This Instruction reissues USU Instruction 5110<sup>a</sup> and establishes policies and procedures for the use of USU facilities. It assigns responsibilities in compliance with requirements of DoD Instruction 1000.15<sup>b</sup> and USU Instruction 1005<sup>c</sup>.

#### **B. References.** See Enclosure 1.

#### **C. Applicability.**

This Instruction applies to all personnel using USU facilities.

#### **D. Definitions.** See Enclosure 2.

#### **E. Policy.**

1. Facilities Available. (See Enclosure 3 for a listing of those USU facilities available for general use. Enclosure 4 and Enclosure 5 lists those facilities available only for special purposes and information about reserving USU dining facilities. Enclosure 6 provides details details on teleconferencing capabilities.)

#### 2. Priority for Use.

a. Priority in rank order for the use of all USU general purpose facilities will be as follows:

(1) USU student education (except as noted in paragraph E.2.b. below).

(2) USU-level committee and board meetings.

(3) Courses for USU employees sponsored or approved by the Civilian Human Resources (CHR) or the Military Personnel Office (MPO).

- (4) USU-sponsored and co-sponsored continuing education functions.
  - (5) Departmental seminars and meetings.
  - (6) NCR-MD, USU, departmental, and student functions other than those listed above.
  - (7) WRNMMC and other NSAB tenants.
  - (8) Henry M. Jackson Foundation for the Advancement of Military Medicine (HMJF)/USU conferences.
  - (9) U.S. Government functions.
  - (10) Non-USU conferences and functions with a USU sponsor. Must be non-profit organizations only, IAW the provisions of USU Charter, 10 USC 2113.
  - (11) USU-sanctioned, non-profit organization functions (e.g., USU students spouses clubs, etc.).
- b. All functions at USU must have a USU sponsor. This sponsor must be present at the function. The sponsor must be an employee of USU.
- c. Activities scheduled for dining facilities for after-hours and weekends may be hosted by NSAB command and tenant activities. These events cannot interfere with standing conferences or teaching requirements of the University. NASB/tenant activities may not approve outside activities to utilize the facilities.
3. Participation by USU Personnel.
- Non-USU organizations and groups using USU facilities must have a USU sponsor and must agree to permit other USU personnel to participate in their meetings, workshops, and similar functions to the extent of up to 10% of the total number of participants. USU personnel will be permitted to attend without charge, except that an appropriate fee for meals or other costs of a personal nature, which are included in any registration fee paid by other, non-USU attendees, or are paid separately, may be assessed to USU participants.
4. Scheduling. The annual academic schedules are set in June of each year. All other room uses are on a space available basis after those schedules are established.
5. Group Size and Parking.
- a. The sizes and capabilities of available rooms are available in Enclosure 3.
  - b. All parking and security arrangements for events at USU must be coordinated through USU Security Office (SEC) at (301) 295-3033. Sponsor is responsible for arranging access to USU and NSAB. Special visitor parking is available for distinguished guests and visiting lecturers. During regular work/class days, limited parking is available.

#### 6. Audiovisual Services.

a. USU auditorium, classrooms, lecture rooms and conference rooms are equipped with computer projection, blackboards (with chalk) or whiteboards, easel and pointers. In addition, there are both web conferencing and video teleconferencing (VTC) capabilities (*See Enclosure 3*).

b. Persons or groups using USU facilities may use this equipment, but should contact the Multidisciplinary Laboratory/Educational Support Services (MDL) at (301) 295-3301 to arrange an orientation to the audiovisual equipment setup. If unusual computer requirements are necessary, the sponsor should contact Customer Service (CSD) at (301) 295-9800, no less than 72 hours in advance to confirm its needs, determine access procedures, and arrange for an orientation on the operation of the computer systems and access to the networks. The contact person for the group holding the meeting should arrange for a qualified person who is familiar with the type of equipment to be used. The MDL is not sufficiently staffed to provide projectionists.

c. Audiovisual equipment may not be removed without prior authorization from the MDL.

#### 7. Telephone Service.

Telephone service is provided throughout USU. However our vacant office and conference phones have certain dialing limitations to prevent misuse of government resources. Non-USU groups may request to be allowed to make long distance or international calls via our telephone service, provided justification by USU sponsor representative is submitted. That representative must contact Telecom at (301) 400-6000, and provide a minimum of 48-hour notification. For teleconferencing requirements *see Enclosure 6*.

#### 8. Food and Beverages.

a. Light refreshments, such as doughnuts and coffee, may be served at meetings held in USU with the exception of the Auditorium. The physical approval of the food considerations does not mean organizations are authorized to offer these items from an ethics perspective, or spend monies on the purchases. The latter process needs to be coordinated and approved through the Office of General Counsel (OGC) and the approval exceptions are extremely limited. No food or beverages will be served or consumed in any laboratory.

b. Meals are not usually served in any USU facility, except the Cafeteria. Approval to serve a meal in any other area must be obtained from the President, USU. The physical approval of the food considerations does not mean organizations are authorized to offer these items from an ethics perspective, or spend monies on the purchases. The latter process needs to be coordinated and approved through the OGC office and the approval exceptions are extremely limited.

c. It is University policy that alcoholic beverages will not be served or consumed within USU complex. As an exception, approval to serve wine or beer, or spirits within the designated area may be authorized by the President, USU. Approval for use will be granted only when served in the designated area (i.e., Cafeteria). Approval will be limited to non-duty hours, 1600 hours or later, or Saturdays or Sundays. Spirits may only be served if provided by the USU contracted food service provider. The physical approval of the alcoholic beverages does not mean organizations are authorized to offer these items from an ethics perspective, or spend monies on the purchases. The



latter process needs to be coordinated and approved through the OGC office and the approval exceptions are extremely limited.

d. An outside caterer may be used only if the USU contracted food service provider provides written notice that they are fully booked and therefore unable to provide the service. Requests for use of an outside commercial caterer (for food and non-alcoholic beverages only) must be submitted in writing (letter or memorandum format) along with the declination to provide service from USU contracted food service provider, to the Chief of Staff. USU Sponsor is required to reimburse the Post Restaurant Fund with 10% of the total cost of the contract. A copy of the catering contract to include cleanup is required before approval of outside caterer will be considered.

e. After hours functions involving food, when authorized, are required to contract directly with USU janitorial service for cleaning.

#### 9. Clean-up of Facilities.

All groups are expected to leave the facilities clean and in an orderly condition following their use. All trash is to be removed and furniture returned to the original condition and location as it was found at the start of the function. It is the responsibility of USU sponsor to assure that this function is performed. All sponsors for meetings will coordinate the cleaning requirements of the particular meeting site directly with USU cleaning contractor.

#### 10. Unauthorized Use.

For-profit organizations are not authorized to use USU facilities, except during approved employer benefit/vendor fairs, or other approved arrangement approved through the OGC. Products of for-profit organizations will not be sold on USU property, except in authorized facilities.

11. Meetings, regardless of sponsorship, having a political, discriminatory, or commercial purpose are in violation of DoD regulations and may not be authorized

#### 12. Support Personnel Expenses.

The sponsored organization of a meeting being held during non-duty hours must arrange for payment of support personnel required for the meeting (i.e., extra security guards, cleaning crew, etc.).

#### 13. Directions.

Signs, directional arrows, and notices will be posted on USU sign stanchions or bulletin boards only. Posting signs on USU walls, doors, or elevators is prohibited. These signs must be collected when the event is concluded.

#### 14. Loss of Privilege.

Any sponsor or organization who fails to adhere to this policy will lose the privilege of utilizing USU facilities. In addition, any outside group not adhering to the policies in this Instruction will be asked to leave and no further activities of this group will be supported or scheduled by USU.

**F. Responsibilities.**

1. The President, USU shall apply the provisions of this Instruction as it pertains to the Board of Regents' Room.

2. The Chief of Staff shall approve use of the Dining Facilities.

3. The Director, Learning Resource Center shall apply the provisions of this Instruction as they pertain to LRC facilities.

4. Department Chairs shall apply the provisions of this Instruction as they pertain to departmental facilities and are responsible for the maintenance and upkeep of departmental conference spaces to include the installation, maintenance, and replacement of AV equipment used in the space.

5. Director, Multidisciplinary Laboratories shall apply the provisions of this Instruction as they pertain to enterprise facilities and provide initial tier 1 technical support and troubleshooting to all audio/video enabled spaces.

6. Sponsored Organizations shall:

a. Pay expenses for additional security guard service, and janitors, required for functions held after duty hours, or on weekends or holidays. Payments will be made directly from the sponsoring organization to the Custodial Contractor. Payment for additional security guard service must be coordinated through USU SEC. Unavailability of such extra personnel support will be grounds for denial or revocation of authorization to use USU facilities.

b. Be responsible for providing a security and safety briefing to the personnel attending meetings. The briefing will include details on access/exit, and evacuation procedures during an emergency.

7. University Sponsor shall ensure that appropriate arrangements are made between the organization and USU, to include security, parking, audio-visual services, janitorial service, control of members, etc. An event checklist is provided in Enclosure 7. In addition, he/she must be physically present at USU during the scheduled activities in USU facilities.

8. USU Cafeteria Officer will act as a liaison between the cafeteria operations and USU.

**G. Procedures and Instructions.** See Enclosure 8 and Enclosure 9.

**H. Effective Date.** This Instruction is effective immediately.



Richard W. Thomas, MD, DDS, FACS  
President

Enclosures:

1. References
2. Definitions

3. General Purpose Facilities
4. Limited-Use Facilities
5. Responsibilities for Groups Using USU Facilities
6. Teleconferencing Requirements
7. Event Checklist
8. Procedures
9. Instructions

**REFERENCE**

- (a) USU Instruction 5110, "Use of Uniformed Services University of the Health Sciences Facilities," dated October 26, 2014 (hereby replaced).
- (b) USU Instruction 4104, "Scheduled Use of Board of Regents' Room and USU Dining Facilities," dated October 24, 1990 (hereby canceled).
- (c) DoD Instruction 1000.15, "Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations," dated October 24, 2008.
- (d) USU Instruction 1005, "Private Organizations at USU," dated November 17, 2010.

## DEFINITIONS

1. Enterprise or General Use Facilities: Those rooms scheduled and managed by the MDL and used for teaching and conference support.
2. Departmental Conference Facilities: Those rooms scheduled and managed by the individual departments as designated in the university space database. The department is responsible for the management, upkeep, budgeting, and life cycle replacement of equipment installed in these spaces.
3. Continuing Education Functions: Any function sponsored or co-sponsored by USU for which continuing education credit is available through a recognized accrediting body.
4. Private For-Profit Organization: Any organization offering a product or service for purchase by USU or its faculty, staff, or students (i.e., military uniform items, books, laboratory supplies, and equipment) and not recognized as non-profit by the Internal Revenue Service (IRS).
5. Private Non-Profit Organizations: Any organization recognized as a “Non-Profit” or “Not-for-Profit” organization by the IRS.
6. Sponsor: Any full-time USU faculty member, student, or staff member, military or civilian, to include faculty members who are geographically billeted within one hour of USU. The sponsor cannot be a contractor.
7. USU Function: Any function wholly sponsored by USU personnel and intended primarily for participation by USU personnel (i.e., student classes, continuing education programs, and USU committee or board meetings).



## GENERAL PURPOSE FACILITIES

TYPE	ROOM	TOTAL CAPACITY	TABLE SEATING	VTC	Web Conferencing
Auditorium	Sanford	353	0	Yes (1)	Yes (3)
Lecture Hall	A	73	10		Yes (3)
Lecture Hall	B	64	55		Yes (3)
Lecture Hall	C	100	0	Yes (1)	Yes (3)
Lecture Hall	D	188	177		Yes (3)
Lecture Hall	E	195	188		Yes (3)
Lecture Hall	F	104	107	Yes (1)	Yes (3)
Conference Room	A-2052	30	14		Yes (4)
Conference Room	A-2053	30	14		Yes (4)
Conference Room	A-2011	20	14		Yes (4)
Conference Room	A-2015	20	14		Yes (4)
Conference Room	A-2074	10	8		Yes (4)
Conference Room	B-3004	10	8		Yes (4)
Conference Room	B-3079	10	10		Yes (4)
Conference Room	B-4004	10	8		Yes (4)
Conference Room	G250	40	30		Yes (4)
Conference Room	G252	40	30		Yes (4)
Conference Room	G255	24	16		Yes (4)
Conference Room	G256	24	16		Yes (4)
Conference Room	G259	14	N/A		Yes (4)
Conference Room	G263	22	12	Yes (1)	Yes (4)
Conference Room	C1026A	15	10		Yes (4)
Lab	MDL Labs -	40	40		
Dining	Small Dining Room	84	84		
Dining	Large Dining Room	192	216		
Lab	ATL Laboratory G-028	20	20		

**NOTES:**

- (1) - Bridge Certified
- (2) - Point-to-Point
- (3) - Single speaker (one mic & camera)
- (4) - Multiple speakers (room mics & camera)
- (5) - Hall of Flags, 2nd Floor Bldg B, 1st Floor Bldg A
- (6) - Breezeway between Bldg B and C

To schedule use of these facilities contact the MDL Office at (301) 295-3301 or complete a room request online using [Room Scheduler](#) (requires USU SSO). Rooms not appearing on this list are considered departmental conference rooms and are not maintained or scheduled by the MDL.

## **LIMITED-USE FACILITIES**

The following facilities are available for limited use as described:

1. Dining Facilities - The dining area may be reserved for special functions sponsored by USU personnel or groups, or for USU- hosted activities. All arrangements for food service must be made with the USU contracted food service provider. Requests to reserve the dining facilities are to be done online through Room Scheduler (requires USU SSO) on the MDL webpage, followed by an email or memo submission to the Chief of Staff. Questions or concerns can be directed to the MDL office, Room A-2030 or contact by (301) 295-3301.
2. Group Study Rooms in the LRC will not be reserved in advance for any purposes other than for interviews of student applicants to the School of Medicine as requested by the Assistant Dean, Admissions and Academic Records (ADM).
3. Board of Regents' Room (D3001) - Use of this room is limited to official USU activities sponsored by the Board of Regents or President, USU. Requests to use these rooms must be in writing or email and submitted to the Office of the President, USU.

## RESPONSIBILITIES FOR GROUPS USING USU FACILITIES

### 1. Dining Facilities

A "Request for Use of USU Facilities," must be filled out and is available online through the MDL Room Scheduler web page (requires USU SSO). All use of the large and small dining rooms must be approved by the Chief of Staff.

### 2. Meeting Facilities

Anyone wishing to reserve USU lecture rooms, conference rooms, dining rooms, the Sanford Auditorium, or common areas such as lobbies, courtyard, or the breezeway, must complete a "Request for Use of USU Facilities." Room requests may be done online through the MDL Room Scheduler web page (requires USU SSO). Questions or concerns can be directed to the MDL office, Room A2030, or (301) 295-3301.

### 3. All Facilities

Alcoholic beverages are not authorized in Dining Facilities except by approval of the President, USU and only when these beverages are served by the USU contracted food service provider. Non-alcoholic beverages and light snacks are permitted in the meeting rooms, however, the sponsor is responsible for ensuring that all trash is disposed of properly.

### 4. After Hours Functions

All functions after regular duty hours, on weekends, or on holidays must be coordinated through USU Security Office (301) 295-3033. There may be a charge for additional security guard service for all events. The Sponsor must identify themselves to the security guard (Room G192) and serve as POC through the entire event. The Sponsor must meet with the guard at the conclusion of the event to confirm the function has ended and that space utilized has been left in the same order it was received

### 5. Sponsors Must:

- a. Be physically present at the event and act as the official USU host.
- b. Serve as USU POC to coordinate all support required for the event.
- c. Ensure that no for-profit sales transactions of any kind are permitted. Registration fees charged to participants should not include costs over and above what is required to support the event itself; i.e. no overhead charges or administrative fees.
- d. Make all support requests at least 30 days in advance of the event.
- e. Make certain all audio visual equipment or furniture is returned to its original location.
- f. Ensure the number of participants does not exceed the number specified on the reservation form.



g. Ensure the event begins and ends on time.

h. Inform the VPE/Protocol Officer of any VIPs in attendance.

Room requests are to be done online through the MDL Room Scheduler Web Page (requires USU SSO). Questions or concerns can be directed to the MDL office, Room A-2030 or by contacting (301) 295-3301.

## **TELECONFERENCING REQUIREMENTS**

Network Operations and Communication has created a website detailing current audio, video, and web conferencing capabilities.

Please visit: <https://sites.google.com/a/USU.edu/USU-conferencing-website/teleconference>. For any additional help please contact the Telecom hotline at 301-400-6000.

## EVENT CHECKLIST

This checklist is to assist you with event planning. It gives you the name of each department you will need to contact. Please make arrangements with these departments at your earliest convenience, at least 30 days in advance, so they may schedule accordingly.

**MULTIDISCIPLINE LABORATORIES (MDL):** All MDL conference rooms contain a computer with computer projection and blackboard/whiteboard. The Auditorium and Lecture Rooms also contain a laser pointer. Additional equipment can be loaned to your group. Since there is a limited number of supplies, equipment must be reserved in advance, and is on a first-come, first-served basis. Flip charts, easels, sign stanchions, poster boards are some of the items that may be borrowed and signed out of MDL. The lecture halls and the Auditorium are permanently set up in an amphitheater style. The conference rooms are set up with conference tables.

☐ Room Reservation Form completed on line through the MDL web page. (Auditorium, Lecture Halls, Conference Rooms, Lobbies of Buildings, Breezeway, Outdoor Amphitheater and Courtyard, Large & Small Dining Rooms).

☐ Have you reserved extra Audio Visual Equipment through MDL?

☐ Cleaning is the responsibility of the sponsor. Contract directly with USU cleaning contractor and provide a copy of the contract to the MDL.

### OFFICE OF VICE PRESIDENT OF EXTERNAL AFFAIRS (VPE):

☐ Notify VPE of any VIPs in attendance.

☐ Email a copy of the agenda to VPE.

### PROPERTY MANAGEMENT (LOG):

☐ Work request completed (USU Form 5335)

☐ Tables \_\_\_\_\_ (#) Deliver where? \_\_\_\_\_ Date & Time \_\_\_\_\_

☐ Chairs \_\_\_\_\_ (#) Deliver where? \_\_\_\_\_ Date & Time \_\_\_\_\_

☐ Time & Date items can be removed \_\_\_\_\_

### FACILITIES (FAC):

☐ Work request completed (USU Form 5335)

☐ Check Lights \_\_\_\_\_ (room)

- ☐ List Flags \_\_\_\_\_
- ☐ Will need Air Conditioning/Heat \_\_\_\_\_ (room)
- ☐ Check Restrooms for cleanliness and supplies.
- ☐ Other \_\_\_\_\_

**BRIGADE (BDE):**

- ☐ Flags needed \_\_\_\_\_ (room). Please reserve the flag you need, we have a limited inventory of flags. (Please specify: State Government, Uniformed Service, Foreign Country, indoor/outside).

**SECURITY (SEC):**

- ☐ Memorandum outlining event details and requesting Security review completed.
- ☐ Reserved Parking Spaces \_\_\_\_ (#). (Reserved spaces are for VIPs only)
- ☐ Arrange for extra guard coverage (for after hours functions only).
- ☐ Do you need special parking for the disabled? (Oversized vehicle, larger parking area)
- ☐ Base Access arranged

**OTHER:**

- ☐ Do you need special phone lines? (If so, please submit a Service Desk Request)  
Telecom Hotline: (301) 400-6000  
Please be aware this will take approximately 3 to 4 weeks.
- ☐ Do you require catering? (Luncheon, Coffee, Soft Drinks, Water, etc.).  
Contract Caterer: (301) 493-9775
- ☐ Did you inform USU of any shipments of material, rented equipment, etc?  
Logistics: (301) 295-3055
- ☐ Computer Connections? Special automation needs  
Customer Service Desk: (301) 295-9800
- ☐ Do you need Audio Visual Support? (Video, Photographer, etc.).  
Audio Visual: (301) 295-3337
- ☐ Will you need access to or will you bring your own office equipment? (Fax Machine, Copiers, etc.).



## PROCEDURES

1. Schedule the Sanford Auditorium, classrooms, USU conference rooms, and common areas such as building lobbies and the courtyard/breezeway by reserving online through MDL Room Scheduler Web Page (requires USU SSO). An Event Checklist is provided for use when scheduling an event at USU. Annual room scheduling for student teaching is accomplished during the June-July time frame. The MDL schedules rooms daily for requests other than those required on an annual basis.

2. In recognition of the fact that it is difficult to obtain a firm commitment of presentation dates from distinguished speakers of national stature, the Auditorium and cafeteria may be reserved for a one week "holding period." This holding period blocks an entire week to allow the visitor to make a firm decision. A final commitment to specific day(s) must be submitted to MDL by the sponsor no less than three months before the holding week. If the sponsor fails to advise MDL of the final date, the space will be rescheduled with other pending requests.

3. Scheduling of limited-use facilities may be arranged as described in Enclosure 4.

4. Parking is not available during the regular work/class day (0600-1600 hours) for groups not assigned at USU, other than VIPs. These attendees will be required to use alternative methods of transportation. USU sponsors should contact USU SEC, (301) 295-3033, for information on alternative methods of transportation.

Limited reserved parking is available on a daily basis for distinguished guests and visiting lecturers. Special visitor parking permits must be coordinated through USU SEC office at least 48 hours before the special parking is required.

During building secure hours (1900-0600 hours Monday through Friday, weekends, and holidays) parking is available for large groups.

5. Events that are scheduled during building secure hours (1900-0600 hours Monday through Friday; weekends and holidays) may require additional security guard service. When additional security guard service is required for non-official USU functions, the sponsoring organization will be required to pay for this service by check to the USU security contractor. USU sponsors will be required to do the following:

a. When the event occurs, identify themselves as the event sponsors to the contract security guard personnel on duty in Room G192.

b. Advise event attendees that access into and exit from USU during secure hours is only permitted at the security guard station location on the ground floor of Building B.

6. USU sponsors are responsible for submitting base access approvals for non-military or non-CAC ID holders.

7. **SPONSOR RESPONSIBILITIES:** USU Sponsor is personally responsible for ensuring that the room(s) are clean and restored to their original configuration following conclusion of the scheduled activity. Tables and chairs must be in proper configuration. Trash, audio visual equipment and excess tables and chairs must be removed after each use. If a room or facility is not clean and orderly prior to a function or event, the Sponsor must notify the MDL staff immediately.

8. **CATERED EVENTS:** After events during normal working hours, the catering staff will clear all tables and the janitorial staff will clean the room. The Sponsor is responsible for making clean up arrangements for after hours and weekend events directly with janitorial service at their USU Office at (301) 564-3470. The Sponsor is also responsible for payment to the janitorial service for cleanup after the event.

If an outside caterer is authorized, cleanup (to include removal of **ALL** garbage off the premises) must be arranged by the outside caterer and with the janitorial service. A copy of the contract or arrangement must be presented to MDL before approval for use of the room will be considered.

**If cleanup is not satisfactory after a scheduled function, with or without food, the Sponsor will be monetarily liable for the cleaning service charged to the University.**

9. **IMPORTANT TELEPHONE NUMBERS:** The USU contracted food service provider can be reached at (301) 493-9775. To request set-up and demonstration of Audio Visual Equipment call the MDL Office at (301) 295-3301. To request set-up and removal of additional tables and chairs call Property Management Office at (301) 295-3435. Customer Service/Help Desk (CSD) for computers, telephones, etc. (301) 295-9800. USU Security (301) 295-3654. USU Facilities Department (301) 295-3045. University Affairs Office (inform of VIP attendance at events) call (301) 295-3166. University Media Services (UMS) for graphics, photography, or video recording and broadcast services call (301) 295-4371.