



EVENT PROCESS & SCHEDULING

Purpose

To define college procedure on scheduling and the use of college space for special events

Applicability

Any MMC Department/College, Student Organizations, Other Tennessee Agencies and Outside Business Organizations

Procedure

Academic classes have priority over all activities in meeting/learning space. Events will be scheduled on a first come, first serve basis. Accommodations will be made for any event affected by such moves, as long as suitable accommodations are available.

Schools and Departments

Departmental scheduling designees have been appointed and request must be submitted for approval. Designees are liaisons between the unit and the scheduling designation. Please contact the following designees for scheduling in the respective areas: Danita Stewart – specialevents@mmc.edu; Cal Turner Student Services Center (hereinafter “Cal Turner”), Lyttle Hall Administrative Building (Parlor and President Suite Only), Moses A. Henry Alumni Hall, (“Alumni Hall”) S.S. Kresge Learning Resources Center (“LRC”) Lecture Halls 1 – 4 & TQM room); Margaret Robinson – somdeansoffice@mmc.edu; School of Medicine (SOM) conference room & lecture halls - Vanessa Pugh – vpugh@mmc.edu; 6287 School of Dentistry; Malynda Gaines- x6533 (SOGSR & Utmost Bound); Brenda Green x5770 (Library & Multipurpose Room). It is recommended that each unit appoint a backup, in case the primary designee is unavailable. All reservation requests will be submitted online at <https://home.mmc.edu/event-facilities/event-request-form/>. The reservation process is not complete until the requestor receives an email confirmation from the designated scheduling office.

Please allow a minimum of three (3) business days to receive a response. Last minute event requests will be processed based on availability of space. Modifications to existing reservations must be submitted via email to specialevents@mmc.edu, and need to contain the reservation description and campus location.

After Hours: If the building your event is scheduled in is locked when you arrive call the Department of Safety and Security at their non-emergency number 615-327-6254. It is possible that an emergency has prevented them from arriving on time to unlock the building doors. Also, contact Media Services 615-327-4357 for any media issues you have in the room.

Registered Student Organizations

Student organizations must be registered with the [Office of Student Services](#) before they are able to request reservations for events in college meeting/learning space. It is the student organization’s responsibility to familiarize themselves with the rules and restrictions governing the use of the college’s classrooms. Links to student organization information for each campus can be found at https://mmc.campusgroups.com/club_signup or you can contact the Office of Student Services. Rules for use of college meeting/learning space are listed at the end of this procedure. Student Organizations are prohibited from holding events on or during final exam week in college meeting/learning space.

External Organizations, Individuals, Businesses, and All Others (including Non-Profit, For Profit, Cities, Towns, Counties, Private Businesses, Federal Agencies, etc.)

All organizations, individuals and/or businesses are required to complete a Reservation Request Form online at <https://home.mmc.edu/event-facilities/event-request-form/>. All organizations, individuals, and/or businesses must provide proof of insurance, including general liability insurance, in an amount of not less than one million dollars, naming Meharry Medical College as additional insured’s in order to become a college customer. Upon review and approval by the Office of the General Counsel’s Risk Management department, the reservation request will be sent to the designated scheduling area.

Explanation of Room Charges/Fees

Event space fees are calculated based on the room size (capacity), existing media, and duration of the event. Other charges may apply. Reservations must be made, and all fees must be paid in full at least fifteen (15) business days prior to the event. Refunds will be given for cancelled events as long as the cancellation occurs at least seven (7) business days prior to the event. No refunds will be provided for cancellations occurring less

than seven (7) business days prior to the event. In the event that an event must be moved due to conflict with an academic class and suitable accommodation is not available, a full refund will be provided if applicable.

Parking arrangements will be made based on the details of your request at an additional charge. The Department of Safety and Security will advise on the most suitable arrangements to accommodate any needs.

Rules For The Use Of Meeting, Learning And Event Space

- Food and Drink are not allowed without prior approval for meeting/learning space. Bringing food or drink into meeting/learning space will result in a fine and possibly additional fees for cleanup. These fees could include, but are not limited to, carpet cleaning, floor scrubbing, painting and excess trash removal.
- If damage occurs to the event or meeting/learning space during an event the group that is offering the event will be assessed a fee reflective of the cost for replacement/repair.
- The Office of Special Events reserves the right to change location and/or cancel an event when necessary. Accommodations will be made for any event affected by such moves, as long as suitable accommodations are available.
- The use of glitter, confetti, glue, tape, candles and other incendiary devices is prohibited in event space. Decorations may be used on sign holders, corkboards or tables as long as they are removed at the close of the event.

Catering Services:

- Any event held in Cal-Turner or Alumni Hall that requires food services **MUST** utilize Meharry's preferred food services vendor, Aramark. All catering request **MUST** be placed in CaterTrax within five (5) business days of the event. If an event has not secured catering within the required five (5) business days, the event may need to be relocated to another event space.
- Events not held at either Cal-Turner or Alumni Hall may utilize outside catering; however, Aramark Food Services can fulfill the catering request, provided food service is reserved within the (5) business day notice. Aramark will try to accommodate late notices, if possible, but organizations must understand that menu selection items may be limited.