

**VCU**

School of Medicine Policy on Space Reservations in McGlothlin Medical Education Center

Policy Statement and Purpose

This policy covers the McGlothlin Medical Education Center (MMEC) as the primary educational facility for students in the undergraduate medical education program (MD degree) and the reservations of space therein. Permission to use space within MMEC does not imply endorsement of the organization or approval of the program contents by the Office of Medical Education.

Constituents

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Background

MMEC is a state-owned building and as such must adhere to the policies that also govern all other VCU-owned academic buildings where state- and tuition-funded classrooms must be prioritized for required courses and academic activities (exams, reviews, etc.) related to degree requirements. The School of Medicine Policy on Space Reservations in McGlothlin Medical Education Center (MMEC) is guided by the VCU policy Reservation and Use of Space, which allows students and employees to request to reserve space in certain campus facilities.

The priority use of the facility is for classes, sessions, and simulations for medical students and for informal study areas for medical students outside class times. Courses managed by the Office of Medical Education have priority. Due to space constraints and MD program classroom needs, MMEC is not intended to be used for clinical work spaces or regularly recurring department programs. Conferences or other large group meetings should be requested through [university resources](#). When the MMEC rooms are not being used for class or informal study, they may be reserved on a limited basis by the following:

- Study rooms by medical students
- Medical student special interest groups (SIGs) or other small group meeting needs of students
- SOM Dean's Office meetings and events
- Occasional school-sponsored events
- University or health system events, when available around the needs of the medical education curriculum

General Rules for Spaces in MMEC

- Space may only be reserved for a VCU or VCU Health organization. Students may reserve rooms for small group curricular activities and SOM special interest groups (SIGs).
- Reservations for MMEC use are managed through the Office of Medical Education. Requests should be made a minimum of 14 business days in advance and are processed on a first come, first served basis by semester and only when the academic schedule is finalized.

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- Badge access is required to access MMEC. Weekend and / or after-hours access occurs on a badge-access basis. If an event occurs on the weekend or after hours, the event sponsor bears the cost for security, housekeeping, and AV support.
- Food and drinks in open containers are not allowed in the Learning Theater or Learning Studios.
- The individual in charge of the activity is responsible for the condition in which the room is left and must ensure that it is in good order for the next scheduled activity. Chairs and tables may not be moved from any room to modify capacity of another room and, if rearranged within the room, must be moved back to the original configuration at the end of the activity.
- The AV equipment in the room should be turned off.
- The individual in charge of the activity is responsible for arranging any additional or special technology needs (e.g., video-, tele-, audio-conference set-up) as soon as the room assignment is confirmed.
- Vendors and contractors are not permitted to reserve space. All reservations must be made by a sponsoring SOM student, faculty, or staff member. The sponsoring individual must be in attendance during the activity and will be held responsible for the adherence to the policy.
- All catered food must be pre-cooked. Food may be kept warm in standard food warmers with chemical or electrical units. No refrigerator or microwave oven is provided. The arrangements for food delivery are solely the responsibility of the event coordinator. OME is not able to accept food delivery.
- An Alcohol Authorization Permit is required if you are hosting an event with Alcohol. Please contact Paul Peterson, Assistant Dean for Administration, (Paul.Peterson@vcuhealth.org) to obtain the Alcohol Authorization Permit.
- Smoking, balloons, unauthorized alcoholic beverages, open flames, and lit candles are not permitted. The use of glitter and / or confetti is prohibited.
- Amplified sound systems may be used but must be held to the minimum volume necessary to address those in attendance and must not disturb surrounding areas.
- OME will not care for nor store any organization's materials and will not take responsibility for materials left by an organization.

User Responsibilities ---

- The individual whose name is on the room reservation is responsible for the condition in which the room is left and must ensure that it is in order for the next scheduled activity. User and / or caterer must remove all food, leftovers, containers, equipment, utensils, etc., and place trash in receptacles provided in the room by the end of the scheduled time.
- User must ensure removal of pizza and all other large boxes to an out of building trash receptacle following the event. Other trash should fit in the trash receptacle in the room. Empty cardboard boxes should be broken down flat and placed near trash receptacles.
- User is required to remain in the scheduled space until removal of all non-disposable catering or other contract-provided items from the building has been accomplished. If caterer/vendor has not returned within the scheduled time, user must remove all items from the building for retrieval from their departmental space.
- Any items or equipment left in the area of a scheduled event will be removed or disposed of and any associated costs charged to the budget code provided in the original request for space.



- Any signs, flyers, decorations, banners, etc., in or around the event space, must be taken down after the event is over. Use of tape, any adhesives (including command strips), strings, nails, or tacks are not permitted on doors, walls, windows, lights, art work or ceilings.
- Charges will be assessed if the reserved space is left in an unsanitary condition. The User's budget code will be charged if cleaning is necessary following the event, including shampooing, carpet replacement due to spills that cannot be cleaned, cabinets, countertops, etc., repair of wall damage, or damage to AV equipment.

User Responsibility for Event Security and Parking

- Security officers are deployed to MMEC from 6 a.m. to 12 a.m. (midnight). Any event occurring outside these hours and / or where alcohol is served requires attendance by a VCU security officer or sworn police officer(s). The individual coordinating the event is responsible for contacting VCU Police to arrange security for the scheduled event. The cost of having security will be at the department / event sponsor's expense.
- A separate alcohol approval form MUST be completed at the time of the room request.
- As part of the scheduling process, the individual reserving space requests VCU Police coverage of an event on the user's behalf. VCU Police will charge the user for the cost of the officer(s) at their current rate, including their minimum three-hour charge.

Decorations, Presentation Accessories, etc.

- Delivery and removal of decorations, plants, etc., must be within the scheduled time of use of the space.
- Posting signs, flyers, decorations, banners, etc., is not permitted on any wall surface, doors, ceiling or other building surfaces, except for the designated area of the MMEC.
- The Fire Marshall does not permit lit candles of any kind.

SOM Technology Support

- The individual who signed the MMEC Reservation Agreement is responsible for arranging any technology needs (e.g., video-, tele-, audio-conference set-up) by contacting somedtech-L@lists.vcu.edu as soon as the room assignment is confirmed. This includes opening or closing partitions in the Learning Studios.
- If SOM Tech is needed outside of business hours (Monday – Friday, 8am – 5pm), an hourly fee will be collected by the SOM through the provision of a budget code to cover the fee.
- If the event sponsor does not reach out to SOM Tech at least 72 hours prior to the event requesting tech assistance, it is understood that SOM Tech may not have the availability to provide support due to competing priorities.
- All audio-visual equipment MUST BE TURNED OFF before you leave your reserved space via the system's Crestron Touch Panel.

Reservation Process

To reserve space, requestors should email vcuome@vcuhealth.org with the event details. Please be aware that the Office of Medical Education is closed on all university observed holidays. Standard OME hours are 8am – 5pm, but are subject to change due to OME events and university closures.

- Once space reservation is confirmed, the individual requesting the space completes a reservation agreement on behalf of their department.
- If alcohol is being served at an event, please contact Paul Peterson, Assistant Dean for Administration, (Paul.Peterson@vcuhealth.org) to obtain the Alcohol Authorization Permit.
- If audio-visual support is needed, please contact somedtech-L@lists.vcu.edu, once the room reservation is confirmed.
- If Security is needed, please contact VCU Police, once the room reservation is confirmed and 14 days in advance of the [event for coverage](#).

Review Cycle and Revision History

The policy is reviewed and may be revised by the Dean's Cabinet as necessary, but at least every three years.

Current Revision Approved: June 18, 2025

Initial Policy Approved: June 18, 2025

Applicable Laws, Regulations & Standards

- [VCU Campus Expression and Space Utilization Form](#)



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