

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE

OPERATING POLICIES / PROCEDURES

DEPARTMENT:	Research Institute, 9 th & Stewart campus
POLICY NUMBER:	RIAP-621
REPLACES:	NA
EFFECTIVE DATE:	March 26, 2007
REVISION DATE:	June 29, 2007

POLICY TITLE: Events & Room Reservations at 9S

POLICY: Events and room reservations in the 9th & Stewart facility (9S) for the Seattle Children's Hospital Research Institute shall conform to the procedures outlined below.

The goals of this policy are to:

- Establish guidelines for use of conference rooms and event spaces at the 9th & Stewart facility
- Provide reasonable access to these resources for the Research Institute, as well as departments and organizations outside the Research Institute, in a cost-effective manner
- Ensure adequate facility support for events

PROCEDURE:

1. Events and meetings may be held at the 9th & Stewart facility with advance notice. The Room Reservation Form (http://child/about_childrens/9th_stewart/9245.asp) should be submitted at least two business days in advance. For larger events, longer lead-times are needed. Examples include events held after-hours, or with non-Children's employees and volunteers, or any special requests such as late parking, after-hours technical support, etc.
2. Parking in the building is public, fee-for-service, and closes at 7:00 pm. Parking validations for non-research activity may be available to visitors with the prior approval of Research Operations Staff, to the extent that appropriate re-bill arrangements have been made, if they are required. Late access can be arranged, pending approval of the President or Vice President of Research. Two weeks notice is required to ensure adequate staffing of the garage, and may incur an additional expense.
3. Catering during regular business hours is considered routine. Please indicate on the Reservation Request when it is expected, to ensure the caterer receives proper access to the building. All catering items should be removed immediately after the meeting or event. Contact 9S Receiving at 206-987-7680 if special arrangements need to be made.
4. Decorations, signage, plants, and small electronics are welcome, including free-standing items that comply with fire codes. Examples include easels, holiday lights, center pieces, small food warmers, and poinsettias. Tape and nails are strictly prohibited. All items should

be removed immediately after the meeting or event. Contact 9S Receiving at 206-987-7680 if special arrangements need to be made.

5. Due to staffing limitations, room set up and take down is the responsibility of the requester. The room should be returned to its original condition.
6. AV Support is available upon advance request during regular business hours. Please include the request for support when submitting the request for space. Any after-hours support requires two weeks notice to ensure adequate staffing.
7. For events scheduled to begin and end outside regular business hours, (e.g. weekends or holidays) approval must be obtained in writing one month in advance from either the President of Seattle Children's Hospital Research Institute, or the Vice President of Research Operations & Logistics.
8. The two decks on the eleventh floor are considered 'rooms' for the purpose of this policy, and must be scheduled, set up, and returned to their original condition by the requestor in the same manner as other meeting areas covered in the paragraphs above.

Submitting Office: Research Support Services

Approved by:



Erik M. Lausund
Vice President, Research Operations & Logistics



Date