



Policy for: Meeting Room Use

Document Number	
Effective Date	12/14/2016
Revision Date	
Drafted or Issued By: Fiscal	Date: 12/05/2016
Approved By: Board of Directors	Date: 12/13/2016
Board Secretary	
Signature:	_____

Purpose:

Meeting rooms are primarily used for programs, seminars, presentations, retreats and other activities held or sponsored by the Louisiana Cancer Research Center (LCRC) Community which directly support the mission of the LCRC. LCRC Community includes its Board of Directors, Member Institutions, departments, occupants, and groups such as donors and sponsors who directly support the mission of the LCRC. When LCRC related activities are not taking place, other groups may use the rooms for other lawful purposes. The meeting rooms are intended to further LCRC's mission and help fulfil its goals and objectives. It is the expectation that meeting room usage is consistent with the mission and values of the LCRC and does not conflict in any manner with its mission.

LCRC wishes to maximize public interest in its meeting space consistent with its long-term goals and objectives of the LCRC organization, namely education, research and service.

This document is intended to formulate policy and set forth certain expectations for renting meeting space within the LCRC Facility.

This policy specifically addresses the meeting space on the first (1st) floor of the LCRC building, however some conditions pertain to the use of other meeting space such as conference rooms.

Definitions:

Affiliates – non-profit organizations sponsored by an LCRC Member Institution and proposing to conduct activities in accordance with the LCRC mission

Community - includes LCRC Board of Directors, Member Institutions, departments, occupants, and groups such as donors and sponsors who directly support the mission of the LCRC

Conference Rooms –10th floor conference room

Meeting Rooms – includes 1st floor conference center space which can be portioned for use on a per room basis up to three rooms

Meeting Space – includes 1st floor meeting rooms and lobby open space

Member Institutions – LCRC program related cancer centers or related departments directly doing research to support LCRC's mission as per Operating Agreements between LCRC and Partner Institutions

Normal Business Hours – hours are 8:00am – 5:00pm

Partner Institutions – Louisiana State University Health Sciences Center in New Orleans, Tulane University Health Sciences Center, Xavier University of Louisiana, and Ochsner Health System

Meeting Room Availability

Meeting rooms are primarily available for LCRC meetings or specific events but scheduling will be limited, when necessary, to ensure equitable access to the facilities for all LCRC Community. LCRC Board and Member Institutions are allowed to schedule joint and LCRC related meetings as priority over all other potential users.

Meeting rooms are available to partner institutions, non-profits and private entities in support of LCRC, when not in use by the LCRC Community. For the purposes of this policy, the LCRC Community is defined in the “Definitions” section above. LCRC Affiliates are considered Not for Profits and are sponsored by an LCRC Member Institution and proposing to conduct activities in accordance with the LCRC mission. An appointed contact person from an LCRC Member Institution will complete a preliminary Meeting Room Form on behalf of the organization holding the event. Officials from the Member Institution and the organization holding the event must agree in writing to follow LCRC guidelines regarding safety, visitor access, event changes or cancellations and care of the LCRC building, including allowable use of food and beverage.

Meeting rooms will also be made available to non-affiliate organizations such as non-profit groups. All arrangements and contractual agreements for these groups will be between the organization requesting use of the rooms and the LCRC.

Rental fees for meetings rooms are outlined in the Meeting Room Fee Schedule. For external entities, full payment is due in advance of the event. A Hold Harmless Agreement should be signed by the person responsible for the meeting. The Hold Harmless Agreement will pertain to the use of the meeting space and any LCRC equipment.

Meetings that interfere with normal LCRC business will not be permitted. Meeting rooms may not be used by profit-making ventures or by representatives of profit-making companies and/or organizations to advertise or sell their goods or services. However, presentations, demonstrations, and similar activity which support LCRC’s mission and activity shall be considered acceptable uses of the meeting space.

Appropriate Uses of Space

LCRC Meeting Rooms may not be used as the primary recurring activities such as classroom for an academic class, for study groups, or religious services.

LCRC does not make reserve space or host private person functions such as wedding receptions, birthday parties, and similar events.

Public meeting room use does not constitute LCRC endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

Meetings should not be publicized in a manner that suggests LCRC sponsorship or affiliation, except where it is an LCRC or related function and approved by LCRC.

Other restrictions may apply.

Fee Classifications/Tiers

All events in the LCRC Meeting Space will fall under one of our four event pricing classifications:

- **No Fee**
 - The meeting, program or event is an initiative of, and was created/developed by an LCRC Member Institution
 - Use of space included as part of occupancy agreement such as Joint Seminar Series, etc. LCRC will provide setup, breakdown and AV Support
 - LCRC Member institutions individual meetings related to LCRC mission but not open to all LCRC members. Setup, breakdown and AV support, and other services such as security are provided by the member institution
 - LCRC Board and/or Governance events in direct support of the mission of LCRC
- **Cost Reimbursement**
 - Events sponsored or hosted by an individual Member Institution, not open to other or all LCRC Member Institutions but require some reimbursable services provided by LCRC such as setup, break down, janitorial, AV support, security, other.
- **LCRC Partner Institution/Affiliate Rate**
 - Meetings sponsored by one or more Partner Institution, but not directly a Member Institution event. Event shall fall within guidelines of acceptable uses.
 - Room rental rate is subsidized (flat fee) and all costs are reimbursable
- **Standard Rate**
 - The meeting or event is an initiative of a private company or non-profit
 - Non-profits are eligible for a 25% discount
 - Discounts apply to space fees only
- **Excess Usage Fees**
 - For meetings beginning before or continuing after LCRC's normal business hours, fees will be assessed (cost reimbursed) regardless of the fee tier.

Other

LCRC recognizes there may be certain events that are generally LCRC related but also overlap and/or are co-sponsored with other partner institutions, departments, external organizations, or similar (external group). LCRC shall review and assess fee tier consistent with its policy and may do so on a case by case basis for these circumstances.

LCRC staff, Member Institutions, or any of its Community at large shall not sponsor an external group for the sole purpose of "fee waiving" for the benefit of the external group.

Fees shall be applied fairly, consistently, and equitably based on an approved policy and tier structure.

Recurring Meetings

Recurring meetings may be allowed during normal business hours. LCRC Member Institutions may schedule recurring meetings up to one (1) year in advance. Non-LCRC Member Institutions requesting recurring meeting use will be scheduled in six (6) month

increments only. Typically only LCRC members and affiliates are eligible for recurring meeting scheduling. Other related non-profit groups may request meetings on a recurring basis. Reservations for recurring events may be scheduled using a single Meeting Room Application. Use of meeting space on a recurring basis will be considered on a case by case basis and is subject to approval by LCRC. The LCRC reserves the right to deny use of its meeting space on a recurring basis.

Fees and User Responsibilities

Rental fees for meetings rooms are outlined in the Meeting Room Fee Schedule. The non-refundable room application fee must accompany the application for meetings requiring such deposit.

Meetings that take place before or after LCRC normal business hours will incur staffing fees for services and must be approved in advance. In some cases where meetings are hosted by LCRC member institutions, member institutions staff may function as meeting staff. (i.e. Tulane may provide its own security staff).

An additional fee will be applied to any organization when a meeting unintentionally extends beyond LCRC hours. Users must vacate LCRC meeting room 15 minutes prior to close of business unless prior arrangements have been made to pay the fee for after-hours staffing. Meetings unexpectedly extending beyond closing time by more than fifteen (15) minutes will be charged the after-hours staffing fee in increments of one half hour.

All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear.

Meeting room users are required to comply with the LCRC policies and procedures

Users must provide all their own meeting supplies including dry erase markers, paper products, kitchen utensils, coffee, etc.

No tacks, pins or nails or transparent tape are allowed on the painted walls or doors.

Event sponsors are encouraged to make parking arrangements with LCRC or make other parking arrangements with surrounding lots in advance of the meeting. Off-street parking may not be feasible or available.

Meeting room reservations are not transferable from one group to another.

City of New Orleans Fire Department occupancy limits will be observed at all times.

Any groups or individuals who fail to observe any policies, rules, or conditions set forth by LCRC may have future meeting room use denied.

Catering/Refreshments

Refreshments may be served in the meeting rooms and spaces. Catered and/or prepared food may be brought in.

LCRC does not provide catering but can provide a list of vendors who provide catering.

If refreshments are served, all leftover food, beverages, catering equipment and the like shall be removed from the facility immediately following the event. If a meeting is catered, all food service equipment must also be removed following the event.

Alcoholic beverages are not permitted except by written agreement. Alcohol consumption use within the LCRC facility requires services by a licensed caterer or server.

Insurance

Organizations or groups renting LCRC facilities shall carry and maintain comprehensive general liability insurance, insuring against liability for bodily and personal injury to or wrongful death of persons, or damage or losses of property occurring in or about the premises arising out of USER's use or occupancy thereof, in amounts sufficient to provide coverage to any liabilities that may reasonably arise. Preferred coverage limits are as follows

- \$1,000,000 Bodily Injury
- \$1,000,000 Personal Injury Liability
- \$1,000,000 Property Damage Liability

Administration

LCRC's Administrative Officer (CAO, CEO, and Executive Director) is responsible for the administration of this policy, for establishing administrative procedures for its implementation, and for making it available to the public.

LCRC does not assume liability for injury or damage to personal property which occurs as a result of the actions of the sponsors or participants in a meeting scheduled at its facility.

Any request for changes in regulations, fees, or meeting areas must be made in writing and submitted in advance to LCRC's Administrative Officer for approval.