

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Guidelines for the Use of Public Areas and Adjacent Corridors for Special Events

In the context of preserving the public image and impressions formed by patients and visitors, and to enhance the level of TTUHSCEP's user friendly environment, as perceived by students, patients and visitors, it is acknowledged that special needs, events or occasions may arise which may require the temporary use of public areas such as corridors, hallways, atriums, or elevator lobbies. Functions benefiting faculty and students, academic organizations or programs or other approved functions supporting the mission of TTUHSCEP are considered appropriate reasons for use. The temporary use of any public area or space requires submission of an online **Request to Use TTUHSCEP Premises form**, requires meeting the mission related usage requirements of the HSCEP OP, and requires approval in advance by the reviewing authorities. The usage is further subject to the following guidelines:

**Definition of Temporary.** A specific period of time having both a beginning date and an ending date, usually occurring between the hours of 8:00 a.m. through 5:00 p.m.

**Rooms.** The use of publicly accessible areas for special activities is discouraged if room space is available. Special events and activities should be restricted to interior rooms to include classrooms, departmental meeting rooms and conference rooms.

**Encroachment.** Use of the public space must not encroach upon or impair use of the required exit/egress, area of refuge (defined as the freight elevator lobbies and stairway landings), or elevator lobby use. A minimum of 44 inches of clear and unobstructed space must be constantly available for all corridors (exit/ egress) and 60 inches must be available to all elevator entries. There must be adequate space to allow free movement of disabled persons or patients to and from their destinations within TTUHSCEP buildings.

**Decorations, Electrical Supply and Heating Devices.** The arrangement and amount of decorations and method of food warming is subject to the approval of the Fire Marshal. The temporary electrical supply must include a 15-amp fused power strip to prevent overload. All electrical appliances, including power strips, are required to be unplugged from the source after hours or when left unattended.

**Occupant Load.** The selected area for specific events should be large enough to accommodate the number of persons expected, and the event must not interfere with the normal business or activities of other occupancies in the facility. The arrangement of furniture to accommodate the function must be reviewed and approved by the Fire Marshal prior to the scheduled activity. The maximum number of occupants that will be allowed in a given area will be at the discretion of the Fire Marshal.

**Food Service.** Arrangement for food and drink services will be the sole responsibility of the department or activity. Any damage to the furniture, including, but not limited to spills or food products on the carpet, will be repaired or detail cleaned at the users' expense. Responsible groups hosting any meal event must clean up immediately after the event. No heated appliances, hot trays, or service trays with burners will be placed on classroom tables. No food serving tables will be set up on the stage area of the classrooms. **No** food or drinks are allowed in the Labs. Boxed lunches are preferred in all locations, but if china is used, tablecloths are required. **If food tables are desired, the request must be noted on the appropriate function form.**

Weekend events will require paying housekeeping personnel for a minimum of two hours. The event organizer must submit a work order with a minimum of 12 hours prior to the event. The work order shall be submitted using the personalized link (Web TMA) assigned to each department or by contacting the FOM main number 915-215-4500. Spills that occur during normal business hours should be reported to 915-215-4500 for after-hours contact 915-269-6537 so that the appropriate cleaning may be done.

**Housekeeping.** Upon approval of the application for TTUHSCEP premises use, it is the responsibility of the user to contact the custodial department to reserve set-up furniture, define its arrangement and coordinate review of the requested arrangement with the Fire Marshal. When the event has concluded, the custodial department will break down the set-up and generally clean the event area. As required, extra or detail cleaning services will be performed automatically to restore the area to pre-function condition. Detail cleaning services will be documented and billed to the user's account on a reimbursable basis, using the current contractual fee schedule.