


**GUAM MEMORIAL HOSPITAL AUTHORITY
EDUCATION DEPARTMENT MANUAL**

APPROVED BY:  Zennia Pecina, MSN RN, Assistant Administrator of Clinical Services	RESPONSIBILITY: Hospital-wide	EFFECTIVE DATE: 12/28/12	POLICY NO. 6140-1	PAGE 1 of 2
TITLE: RESERVING ROOMS FOR MEETINGS/FUNCTIONS				
LAST REVIEWED/REVISED: 11/2015				
ENDORSED: 11/2015				

PURPOSE:

To clearly define the policy and procedures for reserving rooms for meetings and functions.

POLICY:

The Guam Memorial Hospital Authority's meeting areas, Library Conference Room, Cafeteria Conference Room and the Classroom, will be reserved in advance for meetings and functions by coordinating with the Education Department. Primary consideration will be given for GMHA meetings and functions. Secondary consideration will be given to other healthcare groups, agencies, associations, and organizations.

PROCEDURE:

- I. Reservations
 - A. GMHA Staff
 1. The person wishing to reserve a meeting room will contact the Education Department to schedule use of one of the following rooms:
 - a. Education Classroom
 - b. Cafeteria Conference Room
 - c. Library Conference room
 2. Room reservations will be determined by the type of meeting or function, group size and room accommodation.
 - a. Each room has a seating capacity:
 - i. 70 for the Classroom
 - ii. 33 for the Cafeteria Conference Room
 - iii. 6 for the Medical Library
 - iv. 18 for the Library Conference room.
 3. The reserved date and time frame must be strictly adhered to so that reservation conflicts do not occur. The time frame is to include set-up and clean-up time. Meetings that require food must include an additional 30 minute reservation time for proper clean-up.
 4. The Education Department will accommodate advance reservations for regularly scheduled meetings.
 5. In the event that a room is inadvertently booked for two reservations at the same time, the Education Department will contact both parties to apprise them of the double-booking and to reschedule the meeting(s).

B. Other Healthcare Groups, Agencies, Associations or Organizations

1. A representative from the group, agency, association or organization wishing to reserve a meeting room should submit a request in writing to the Education Department. The Education Department will tentatively reserve the meeting room and forward the request to Administration for their review and final approval.
2. In addition to the written request, the group's authorized representative must provide a contact number and sign a Release Form which holds GMHA harmless from any liability during the use of its facility (Attachment A). The Release Form will be filed in the Education Department.
3. The reservation date and time frame must be strictly adhered to so that reservation conflicts do not occur. The time frame is to include set-up and clean-up time. Meetings that require food must include an additional 30 minutes reservation time for proper cleanup.
4. For meetings or functions that are scheduled before 8:00 a.m. and after 5:00 p.m., the person responsible for the reservation must report to Security before and after the meeting or function. Security will open and secure the room accordingly.
5. Every effort must be made to ensure that meetings or functions are concluded by no later than 10:00 p.m.

II. Food Service

Certain meetings and/or events may require food service. The person requesting food service must follow Administrative policy 6540-1, "Cafeteria Information and Special Event Requests."

III. Security

- A. A monthly list of reserved rooms (specifically, Board Room, Cafeteria Conference Room and Classrooms) for all meetings or functions after 5:00 p.m. will be provided to Security by the Education Department.
- B. The person responsible for the meeting/function and Security is responsible for ensuring that the room(s) is/are appropriately opened prior to meeting/function and secured afterwards.

IV. Set-up and Clean-up

Unless other arrangements are made with the Education Department, the person who reserved the room is responsible for setting up and cleaning up the meeting room.

RESCISSION:

Policy No. 6140-1 Reserving Rooms for Meetings & Functions of the GMHA Administrative Manual made effective 07/01/1992



Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan Education Department



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RELEASE

KNOW ALL PERSONS BY THESE PRESENTS:

That in consideration of using Guam Memorial Hospital Authority (GMHA) meeting and/or conference room(s) for the purpose stated, I, the undersigned do hereby acknowledge and by these presents remise, release and forever discharge GUAM MEMORIAL HOSPITAL AUTHORITY, its agents and employees, and each of them, and all other persons, agencies and corporations having any interest in or in any way connected with GMHA including the Government of Guam from any and all claims and demands for property damage, personal injury, and/or damages of every kind arising from the use of the GMHA facility.

In consideration for use of the facilities, I agree to abide by the rules/instructions of GMHA. Any violation of the rules/instruction concerning the use of the facility may result in the cancellation of the right to use.

REASON FOR USE: _____

In further consideration, I hereby state that I will abide by all relevant rules and regulations of the hospital including but not limited to Infection Control and Safety programs.

I further state that I will be fully responsible for any and all property damages, personal injuries and damages of any kind caused by negligence or by the negligence of others using the facility pursuant to this Release and I will hold GMHA harmless thereon.

I hereby declare that my activities including those of my participants are in no way detrimental to the stated mission of the hospital and are legal.

I hereby agree that I and any participants will leave GMHA immediately on the instructions of GMHA employees or agents.

The undersigned hereby declares that he/she has read the foregoing release and understands the meaning thereof and he/she executes the same of his/her own free will and accord.

Date this _____ day of _____, 20 _____

Name of Organization or Person: _____

Authorized Agent: _____

Contact Number: _____

