

## **FACILITY USE**

**Policy Number: 801GS**

**Effective Date: 6/27/17**

**Revised Dates: 11/09/2020**

### **Scope**

This Policy on Facility Use applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

### **Purpose**

The Stowers Institute for Medical Research conducts basic research on genes and proteins that control fundamental processes in living cells to unlock the mysteries of disease and find the keys to their causes, treatment, and prevention. The SIMR campus is designed to provide its scientists with the ideal environment and tools for carrying out this mission. The SGC's facilities provide a forum for members of the worldwide scientific community and other individuals and organizations to come together to share ideas that promote the SIMR mission. This Facility Use Policy provides guests with the SGC's guidelines and procedures for the use of its facilities.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

### **Policy**

#### **Eligibility**

The SGC Organizations are nonprofit organizations and its facilities are financed with tax- exempt bonds. The SGC is, therefore, subject to many rules and restrictions on the manner in which they operate and who may use its facilities. Specifically, the SGC may not participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office, nor may it devote more than an insubstantial portion of its time and money to activities that attempt to influence legislation. Further, the SGC's assets and facilities may not be used more than a very limited amount for activities that do not exclusively further its exempt medical research activities. Therefore, commercial, for-profit and personal use is restricted. The President and CEO of SIMR, working with the SGC's legal counsel, will determine whether a proposed use of its facilities is allowed and will make the final decision whether to approve such proposed use.

In accordance with the above restrictions, the SGC's facilities may be used for meetings, activities, and events by any nonprofit organization with a purpose that relates to the conduct of scientific research. (Such organization and its members, officers, directors, and invitees are referred to herein as "guests.") In general, the SGC will not grant permission to use its facilities to any for-profit organization regardless of the type of meeting, activity, or event, nor will it grant permission to use its facilities to any nonprofit organization for any activity that advances a particular religious doctrine, any political campaign activity (e.g., fundraising speeches, rallies, or

candidate appearances), activities to influence legislation (e.g., conferences with legislators or their staff, or use of facilities for planning meetings), any for-profit or personal use (e.g., corporate-sponsored luncheons, sales presentations of goods or services, or social events not related to the SGC's exempt activities), or any event for which there is an attendance fee for participants. In addition, the SGC will neither grant nor deny permission to use its facilities for any reason that discriminates on the basis of race, creed, color, religion, gender, sexual orientation, pregnancy, national origin, age, disability, military status, or other impermissible basis.

### **Available Facilities**

The following areas are available for use by guests:

- Classroom - The Classroom accommodates 55-100 people in a lecture-style setting. A podium is available at the front of the room along with a wall-mounted white board and a 10- foot pull-down front-projection screen with projector. Audiovisual capabilities include digital imaging and overhead projection, PowerPoint presentation, computer screen display from PC or MAC laptop and PC local computer, Web access, VCR, DVD, and wired and wireless microphone systems.
- Board Room - The Board Room accommodates 20 people around a large table. Additional chairs can be placed around the perimeter of room. The room includes a 10-foot projection screen and projector, digital imaging and overhead projection, PowerPoint presentation, computer screen display from PC or MAC laptop and PC local computer, Web access, VCR, and DVD.
- Virginia G. Stowers Conference Room - The Virginia G. Stowers Conference Room accommodates 16 people around a rectangular table. The room includes a 50-inch flat screen for PowerPoint presentation and VCR projection along with a pull-down projection screen that can be used for video, slide, and overhead projection (guests must supply projection equipment).
- Auditorium – The Auditorium accommodates 200 people in a theatre-style setting. Audiovisual capabilities include one front-screen projector (20x10 feet), computer screen display from PC or MAC laptop and local computer, surround-sound processing, three slide projectors, one slide-to-video converter, one overhead projector, wired and wireless microphones, document camera, VCR, DVD, and three translator booths.

### **SGC Campus**

Access by the general public to the SGC's campus is limited to the water garden on the west side of the SIMR Brush Creek Campus and will be permitted during daylight hours. Organized events will require the prior written approval of the SGC in accordance with this Policy.

### **Facility Use Application**

Requests for use of the SGC's facilities must be made on Form F801FSa, Facility Use Application. Approval is at the sole discretion of the SGC. The approval of previous similar activity does not ensure future accommodation.

### **Operating Times**

The facilities described above will be available for use Monday through Sunday, (excluding holidays) depending on the individual request. A representative from the SGC will determine if the request is appropriate.

### **Advertising, Publicity, and Marketing Materials**

Any advertising, publicity, or marketing undertaken by guests in connection with an approved activity must be approved in advance by the SGC. In general, guests may not promote, in any such advertising, publicity, or marketing, including through the use of logos in distributed materials or through the use of displays, any for-profit entity or for-profit or commercial activity, any particular religious doctrine, any political campaign activity or any activity to influence legislation, and may not use the name of any SGC Organization except in the description of the location.

### **Safety and Security**

Security officers will be on duty 24 hours per day, seven days per week. All guests using the SGC's facilities must comply with all security and safety precautions, procedures, and instructions. Guests who violate such precautions, procedures, and instructions will be asked to leave the premises. For safety and security reasons, guests must be accompanied by an escort when visiting areas of the SGC's campus other than those approved for the guest's use.

### **Set-Up and Fees**

Physical preparations of the facilities for any activity, including any equipment and supplies to be used in connection with the activity, must be approved in advance by the SGC. Audiovisual equipment will be pre-configured by SGC members after the request for use is approved. SGC staff may be required to operate equipment, or to supervise others operating the equipment. No SGC fixtures or objects may be moved except by SGC members. Guests may not install decorations except under the direct personal supervision of a member of the SGC. All decorations must be freestanding; nothing may be affixed to the walls, fixtures, or objects.

Fees will be charged as follows:

- Housekeeping (7:00 a.m. to 5:00 p.m. Monday-Friday- \$50 per hour)
- Housekeeping (After 5:00 p.m. Mon-Fri or weekends- \$26 per cleaner per hour)
- Security (anytime - \$30 per hour)
- Use of audiovisual equipment (anytime - \$50 per hour per room)
- Additional fees will be assessed for special arrangements

The SGC will estimate the fees on Form F801FSb, Facility Use Fees, and a representative of the guest will approve the estimate prior to an event. A representative of the guest will sign Form F801FSb, Facility Use Fees, on the day of an event to validate the number of hours to be charged. Fees are due and payable to Stowers Resource Management within one week following an event.

### **Food and Beverage Service**

If food or beverages are to be served, the SGC must approve all arrangements in advance. All arrangements for, and payment of, food and beverage services will be the responsibility of the guest. All food and beverage service must be provided by an SGC caterer listed on the Facility Use Application, except by special arrangement with the SGC.

Normal policy of the SGC is that alcohol will not be served at functions held at the SGC. Events serving alcoholic beverages must comply with the following guidelines:

- Arrangements must be discussed with the Events Coordinator and approved by the SGC prior to the event.
- Guests cannot be charged admission to the event or be required to make a donation, contribution, or other payment to the event sponsor in order to attend, and there cannot be a charge for the alcoholic beverages (e.g., a cash bar).
- Trained and licensed staff/contractors of the caterer must serve the alcohol at all times and be responsible for checking identifications of those being served. Guests may not remove alcohol from the premises.
- Food and non-alcoholic beverages must always be available.
- At least one individual from the alcohol caterer must be present at all times when alcohol is being delivered, prepared, served, and disposed.

### **Smoking**

Smoking is prohibited in all SGC facilities and on the SGC grounds. The SGC does not offer any designated smoking areas.

### **Parking**

The SGC's facilities include a 566-space parking garage. During normal business hours, the first level of the parking garage is available for guests on a first-come, first-serve basis. At all other times, the entire parking garage will be available.

### **Guest Needs**

Telephones are available for guest use. Guests should inquire at the Security Desk for directions to the nearest phone. A wheelchair is available for guest use.

### **Compliance with Laws**

Facility use must comply with any applicable federal, state and local law, ordinance, rule, or regulation.

### **Liability**

Guests agree to indemnify, defend, and hold harmless the SGC and its officers, directors, agents, and employees from and against any and all claims, demands, losses, costs, damages, or liability of any nature or character arising from or incidental to the use of the SGC's facilities, including without limitation any and all claims or liability for the theft, loss, or damage from any cause whatsoever to the property of such guests or any of their members, officers, directors, or

invitees. In addition, guests agree to pay all costs necessary to return the relevant facilities to the SGC in the same condition as received, as well as all costs to repair or replace property damaged or removed during such activity.

Notwithstanding anything to the contrary set forth herein, guests acknowledge and agree that the SGC will be under no obligation to provide security guards for an SGC building or any other portion of its premises and guests further agree to release the SGC from any and all liability in connection with the SGC's decision not to provide any such security guards.

**Inquiries**

For more information about the SGC's facilities and their availability for use, please refer to contact information on the Facility Use Application.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.