

CCPH FACILITY USE POLICIES

When using Columbia Community Partnership for Health (CCPH), please be mindful of and adhere to the following:

ELIGIBILITY

Research, meeting, and event spaces are available free of charge to Columbia University researchers and qualified non-profit groups to carry out health related activities. Space may be reserved by:

- Researchers with Columbia University
- Nonprofit organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code and are classified as "not a private foundation" under Section 509(a)
- Government and public agencies

CCPH is not available for commercial, political, private or family events.

ACTIVITY/EVENT ENTRY FEE - Users hosting activities at CCPH may not charge admission, tuition, or any type of entry fee. The sale of goods or services is prohibited.

ADMINISTRATIVE SUPPORT - Users should bring adequate materials and staff to support their activities. When hosting an activity at CCPH, users should provide their name and contact information for all matters, including appointments with participants, requesting RSVPs, or for participants to obtain more information about the activity. The CCPH phone number or email should not be used.

ALCOHOL - Alcohol is not permitted.

ANIMAL ACCESS - Service dogs are permitted but must be on a leash at all times and muzzled. No other animals are permitted.

AUDIO/VISUAL SUPPORT - CCPH staff is available to help with initial guidance and set-up of CCPH-provided audiovisual (A/V) equipment. CCPH staff does not provide support for outside A/V and computer equipment. Equipment testing is available and should be arranged with CCPH staff. Users are responsible for proper handling of equipment and will be held responsible for any damage caused by negligent use.

CANCELLATIONS - If a reservation must be canceled, notify CCPH staff as soon as possible via email at Irvinginst_community@cumc.columbia.edu. Repeated no shows may result in the loss of future reservation privileges.

CELLULAR PHONES - Use of cell phones is restricted to the waiting area. Phone calls should be kept short to minimize disruption to visitors and staff.

CITE THE GRANT- Funding for the Irving Institute, which supports the Community Engagement Core Resource (CECR) and CCPH, depends upon continued demonstration that outstanding research is being conducted and published using CECR services and facilities. We ask that you cite the grant on any publications related to your protocols that used CECR services and/or facilities using the following required NIH language: "This publication was supported by the National Center for Advancing Translational Sciences, National Institutes of Health, through Grant Number UL1TR001873. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH."

FOOD AND BEVERAGE – In compliance with the Columbia University Irving Medical Center Covid-19 Policy, events with food and beverage are prohibited at CCPH.

FURNITURE - Do not stand, sit, lie on or place unusually heavy items on the tables. Do not drag stacks of chairs or tables when setting up as this may damage the floors.

HOURS OF OPERATION - Monday-Friday from 9:00a-5:00p and all other times upon arrangement.

MASK MANDATE - All individuals entering CCPH are required to wear a facemask at all times.

MEDIA - Any news media presence at CCPH requires prior approval from the Irving Institute's Central Administration. Users must notify CCPH staff as soon as possible if they are inviting or expect news media. Failure to notify CCPH staff in a timely manner may result in the refusal of news media onto CCPH premises.

MINORS - All activities where minors will be present require adult supervision. Users should ensure that sufficient staff is available to supervise minors. Minors should not be left unattended at any time.

PARTICIPANT SAFETY AND SECURITY - Please ensure that your participant(s) know the name of the person that scheduled their appointment, the name of the person they are seeing, or the name or description of your activity. A member of your team must remain at the CCPH until your participant(s) departs.

Immediately inform CCPH staff should a participant experiences an emergency or other adverse event. A member of your team must attend to the participant at all times. In addition, an incident report must be filed with CCPH.

PHOTOCOPYING/PRINTING - The CCPH printers and copier are reserved for staff use only. All hardcopy materials should be prepared beforehand and brought to CCPH.

PHONE/ VIDEO CONFERENCING- Telephone available upon availability. Video conferencing equipment (i.e. Meeting Owl) available.

PRIVACY PARTITION - Only CCPH staff may operate the privacy partition wall located in the conference room. Advance arrangements must be made to change the wall configuration.

SAFETY AND SECURITY AT CCPH- If you or a member of your team experiences an emergency or other adverse event, inform CCPH staff immediately.

Main doors including fire exits must remain closed for the safety and security of all. Please refrain from holding or opening doors, including propping doors open.

CCPH has three emergency exits: main entrance, interview room and conference room. These emergency exits must remain unblocked at all times.

CCPH is not responsible for lost or stolen personal belongings or research/activity/ project supplies.

SET-UP/CLEAN-UP AND VACATING ON TIME - Sufficient set-up and clean-up time should be included in the reservation request. Rooms must be returned to their original condition and all tables, desks and other surfaces must be sanitized with supplies provided by CCPH. Room(s) must be vacated by the scheduled reservation end time. CCPH staff will set-up and put away all reserved audio/visual equipment and supplies noted on the reservation form.

SMOKING - In compliance with the Columbia University Irving Medical Center Smoking Policy, smoking is prohibited at CCPH and within 30 feet from the building perimeter.

SPECIMEN COLLECTION AND/OR MEDICAL PROCEDURES - All research protocols involving medical procedures, such as blood pressure screening, finger-stick, blood draw or other specimen collection must be approved by the Irving Institute's Clinical

Research Resource (CRR). In addition, the Principal Investigator must provide contact information for the study's physician on-call.

CCPH has a carry-in/carry-out policy, therefore you are responsible for bringing with you all needed medical equipment and supplies on the day of your activity, and you are to adhere to all universal precautions, including carrying-out all medical equipment and used supplies.

STORAGE - Storage is not provided at CCPH other than overnight for early morning activities by prior arrangement.

UNFORESEEN CIRCUMSTANCES - CCPH staff will make the best effort to provide a stable environment during an activity. However, unforeseen circumstances such as fire alarms, disruptions in internet service, closure due to inclement weather, and other incidents are unpreventable.

WHEELCHAIR ACCESSIBILITY - Entrance, rooms, and restroom are wheelchair accessible.