



## 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 for Columbia University researchers and qualified community stakeholders to carry out health related activities. Space may be reserved by organizations that fall within the following categories:

- Researchers from 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, religious, private or family events. Faith-based organizations whose health related activities fit within CCPH's scope are welcome to make a reservation.

**ACCESSIBILITY** - Entrance, rooms, and restrooms are wheelchair accessible.

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

**ADMINISTRATIVE SUPPORT** - Users should bring adequate materials and staff to support their activities. When hosting an activity at CCPH, the CCPH phone number should not be used. Instead, 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.

**ALCOHOL** - Alcohol is not permitted.

**ANIMAL ACCESS** - Guide dogs and assistance animals for people with disabilities are permitted, but must be on a leash at all times and muzzled, if necessary. No other animals are permitted.

**AUDIO/VISUAL SUPPORT** - CCPH staff is available to help with initial guidance and set-up of 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, please notify CCPH staff as soon as possible via email. Repeated cancellations may result in the loss of all future CCPH reservation privileges.

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

**CITE THE GRANT**- Funding for the Irving Institute, which supports 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."

**EVENTS WITH CHILDREN** - All events with children require the presence of one or more adults to supervise participants. Children should not be left unattended at any time.

**FOOD AND BEVERAGE** - Food and beverages are allowed in the conference room. The presence of food and beverages in all other rooms should be approved by CCPH staff in advance. Users should bring tablecloths for utility tables when serving food or beverages. CCPH does not provide tableware or linens.

CCPH has a kitchenette with a sink, microwave, and miniature refrigerator, which users may utilize for prepping food and beverages before events. Users must properly dispose of all leftover food, beverages, tableware, and linens in trash receptacles. All tables should be wiped clean.

Food or beverages are prohibited around A/V equipment, including the Computer Lab.

**CATERING** - If you will be hiring an outside caterer for your activity, please provide CCPH staff with the name of the caterer and expected delivery time. Deliveries can only be made during the set-up period of your reservation.

#### **HOURS OF OPERATION**

Monday-Friday from 9:00a-5:00p

Evenings and Saturdays upon arrangement

**FURNITURE** - Please 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 will damage the floors.

**MEDIA** - Any news media presence at CCPH requires prior approval from the Irving Institute's Central Administrative Office. 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 will result in the refusal of news media onto CCPH premises.

**PHLEBOTOMY** - CCPH has a carry-in/carry-out policy for blood draw and is allowed only in the interview/consultation and exam rooms. All research protocols involving medical procedures, including blood draw, must be approved by the Irving Institute's Clinical Research Resource. In addition, the Principal Investigator must provide contact information for the study's physician on-call.

**PHOTOCOPYING/PRINTING** - The CCPH printer and copier are reserved for staff use only. Public computers are available for light printing of ten pages or less. All hardcopy materials should be prepared beforehand and brought to CCPH.

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

**SET-UP/CLEAN-UP** - Sufficient set-up and clean-up time should be included in the reservation request. Rooms must be returned to their original condition, including clean-up of food and/or beverages, 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 Medical Center Smoking Policy, smoking is prohibited at all times inside CCPH and 30 feet or more from the building perimeter.

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

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

The Irving Institute is pleased to provide this beautiful space to our colleagues and community. Please assist us in protecting and preserving this resource so that it continues to serve the Washington Heights and Inwood communities for years to come. Thank you for your understanding and cooperation.

***Accelerating Discoveries Toward Better Health***

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