

HOSPITAL LOBBY GALLERY GUIDELINES

- The Hospital Lobby Gallery is scheduled online in 25Live.collegenet.com. The Requesting department will receive a confirmation email of room request.
- The department reserving the room is responsible for set-up and clean up **immediately** following the event, unless other arrangements are made in advance with Hospital Administration.
- Deliveries are not permitted through the front entrance of the Hospital Lobby or PRI. All deliveries/ catering will be made thru the side entrance to the gallery. The catering kitchen is available for use and the department is responsible for cleaning, etc. immediately after the event.
- AV equipment/projector screen/computer/phone is available and the department is responsible for arranging assistance with Audiovisual Service.
- Parking is available on the Parking 1 deck. Attendees will be charged a parking fee, unless department validates parking. The department is responsible for coordinating valet parking, in advance with Valet Solutions and UAMS Parking Office, who will invoice the department directly.
- The use of helium balloons and latex balloons are **prohibited** in the gallery.
- According to UAMS Medical Center Policy and Procedures Building Appearance Guidelines, nothing should be affixed to walls, doors, windows etc. with nails, tacks, tape or any other adhesive devices.
- Hospital Administration will move/operate the piano if requested for an event. If after hours notify lobby information desk to turn off piano. There is a \$50 fee to move/use the piano.
- Please contact the following departments as needed:

Audiovisual Services	501-686-5555	AV requests
Campus Environmental Services	501-686-5840	Tables/Chairs/Trash/Cleanup
Clinical Housekeeping	501-296-1337	Furniture Set up
Valet Solutions	501-224-7275	Valet Parking
UAMS Parking Office	501-526-7275	Parking validation
Hospital Administration	501-686-5660	