



Policy on the Use of UMBI Assets

(Approved by the President in April 1, 2003)

I. PURPOSE

To establish a policy and procedure on the use of UMBI assets.

II. BACKGROUND

UMBI needs a policy and procedure to govern the use of facilities and to guide in implementing security measures. This policy and procedure implement BOR VI-4.10-POLICY ON THE USE OF THE PHYSICAL FACILITIES OF THE UNIVERSITY SYSTEM FOR PUBLIC MEETINGS and BOR VII-2.20-POLICY ON SOLICITING PERSONNEL DURING WORKING HOURS.

III. POLICY

UMBI assets are available to assist UMBI employees in carrying out our mission of research, education and economic development. As a constituent institution of the University System of Maryland (USM), UMBI may allow certain assets to be available for activities sponsored by other USM institutions or certain non-USM persons or institutions. Assets include but are not limited to space, equipment (such as telephones, photocopiers, computers, lab equipment), services (DNA sequencing, Animal Core Facility), and materials (such as office supplies, software, lab supplies). Use of such assets for personal use beyond incidental use, especially for personal gain or profit, is prohibited and may result in disciplinary action up to and including discharge.

IV. Use of UMBI Facilities by UMBI Centers, Central Administration Offices, UMBI Recognized Organizations, and other USM Institutions

UMBI facilities are available primarily for programs offered by and intended for the UMBI community. Except as otherwise provided in Section II of this policy, all programs must be sponsored by a UMBI Center, Central Administration Office, a currently recognized UMBI organization, or a representative of another USM institution. A request for a reservation must be made by an authorized representative of the group requesting to use the reserved space. Users of UMBI facilities assume complete responsibility for all activities associated with the event; however, use of the space is limited to the declared purpose of the reservation and must be in compliance with all pertinent UMBI policies and procedures and local, state, and federal laws and regulations including those regarding the maintenance of the facilities and related public safety and security concerns.

Designated space such as conference rooms, libraries, Interactive Video Network (IVN) facilities, etc., is managed according to internal procedures by the facility to which the space is allocated. Designated space within the following facilities may be reserved through the respective reservations office in accordance with the facility's internal procedures.

Center for Biosystems Research in the UMCP Plant Sciences Building (College Park)
Center for Advanced Research in Biotechnology (Rockville)
UMBI Executive Offices (Rockville)
Center of Marine Biotechnology at the Columbus Center (Baltimore)
UMBI Central Administration at the Columbus Center (Baltimore)

Medical Research Facility (Baltimore)

V. Use of UMBI Facilities by persons or groups not sponsored by UMBI Centers, Central Administration, UMBI Recognized Organizations, or Other USM Institutions

Designated space within the following facilities may be reserved for use by certain categories of persons or groups not sponsored by UMBI Centers, Central Administration, currently recognized UMBI organizations, or Other USM Institutions. Eligible persons or groups are those that would either enhance UMBI's ability to carry out its mission; that would enhance the professional development of UMBI employees; or whose use would serve as a benefit to the municipal or state community when used by a municipal or state government agency or by a legally recognized nonprofit organization. Each facility has an approved pricing structure and internal procedures for serving the general public. Reservations are made with the respective reservation officer.

Center for Advanced Research in Biotechnology (Rockville)
Center of Marine Biotechnology at the Columbus Center (Baltimore)
UMBI Central Administration at the Columbus Center (Baltimore)
Medical Research Facility (Baltimore)

VI. General Rules for Use of UMBI Facilities

Persons or groups who wish to reserve a UMBI facility for a function or to distribute literature may do so in accordance with the following procedures:

- A. Persons wishing to sponsor a function or distribute literature are required to reserve space by registering in advance with the facility reservations officer. Reservations are approved on a space-available basis. Priority will be given to UMBI Centers, Central Administration, UMBI recognized organizations, and other USM institution groups. Reservations are valid only for the date authorized by the facility reservations office on the Space Reservation Form.
- B. Distribution of literature is limited to the reserved space designated on the Space Reservation Form. Persons may set up their own tables for this limited purpose within this designated area and are responsible for disassembly of their tables and general clean up. Distribution of literature elsewhere in the facility is prohibited.
- C. Persons wishing to reserve UMBI space are prohibited from engaging in the following activities:
 - a. sale or promotion of commercial goods or services (unless that is the authorized purpose of the activity);
 - b. the use of amplified sound outside of the reserved room;
 - c. the blocking of pedestrian traffic;
 - d. conduct that UMBI reasonably deems to cause disruption to UMBI activities.
- D. Failure to adhere to the above-described UMBI procedures will result in revocation of an approved reservation and/or other appropriate administrative action.

VII. Soliciting of UMBI Personnel by Non-UMBI Personnel During Work Time

Employees of UMBI shall have an undisturbed opportunity to perform assigned duties and responsibilities. Solicitation of any UMBI employee for any purpose, except where such solicitation is part of the assigned duties and responsibilities or has been approved by the President or designee for UMBI-wide or Unit-wide purposes, is prohibited in normal work

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areas during work time. Normal work areas are defined in each facility by the UMBI Unit Head in charge of the space.

VIII. Access to UMBI Facilities

A. Access by UMBI Employees

UMBI employees are permitted unrestricted access to their own assigned facility, except for some areas designated as restricted for safety and/or security reasons. Employees are provided with ID badges and/or security passes to allow free access in the facility. UMBI employees visiting another UMBI facility may also have unrestricted access to the facility, except for areas designated as restricted for safety and/or security reasons.

B. Access by Non-UMBI Employees

Non-UMBI employees are allowed limited access to UMBI facilities while visiting a UMBI employee. Visitors must be met by a UMBI employee (UMBI host) at the public entrance of the facility. The UMBI host is responsible for the conduct of the visitor while in the UMBI facility. Upon conclusion of the visit, the UMBI host will escort the visitor to the appropriate exit.

C. Non-UMBI employees, when attending functions in UMBI facilities (whether sponsored by UMBI Centers, Central Administration, UMBI Recognized Organizations, or Other USM Institutions or not, as described in Section II of this policy) are only permitted access to UMBI space reserved for that function.

D. Access by non-UMBI employees on longer-term visits (such as repair personnel, vendors, short-term visitors) may be arranged through the facility's security office upon request of the appropriate UMBI Unit representative. Depending upon facility procedures, such access may include issuing a temporary ID badge and/or security pass. Upon completion of the purpose of the visit, the appropriate UMBI Unit representative shall ensure that the temporary visitor's access is terminated.

IX. Use of UMBI Electronic Mail and Internet

UMBI's email system and Internet access are governed by the UMBI Policy for the Acceptable Use of Computing Resources and UMBI's Email Guidelines.