Orlando College of Osteopathic Medicine

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Policy Title: Fee Structure and Approval Process for Non-OCOM Events Conducted On-Site

Purpose/Scope

As OCOM continues to grow, we have seen an increase in requests to host non-OCOM affiliated events on campus during evenings and weekends. These events require the use of institutional resources including technology, facilities, linens, and staff time. In order to formalize support for these events and ensure fair compensation for support personnel, I propose the following event fee structure.

Event Eligibility and Approval

All non-OCOM affiliated events held on OCOM property must be:

- Aligned with the institution's mission, values, and professional standards.
- Must be reviewed and approved in advance by the Dean (see policy D0012).
- Approval must be obtained at least four weeks prior to the proposed event date to ensure adequate staffing and preparation.

Fee Structure

Rental fees include access to the reserved campus space, available technology (e.g., projectors, microphones), tables, linens, and laundering of linens. The following rates apply:

Room	Capacity	Hourly Rate (Minimum 4 Hours)

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OCOM Courtyard	500+	$1,000
Event Space	600	$600
Auditorium #1 &#2	200	$400
Atrium	300	$400
OMM Lab	100	$350
Simulation Room	6 per room	$250
Classroom #1 & #2	60	$150
OSCE Rooms	4 per room	$150
Group Study Rooms	9 per room	$120

Rental fees are based on individual room bookings and are applied per day unless otherwise arranged.

Required Staffing Fees (After-Hours Only and Weekends)

For events occurring outside of regular business hours and on weekends or holidays, the minimum of one IT/AV Technician and one Custodian is required. The fee would also be applied accordingly if security or additional IT/AV or custodial personnel are needed.

Staff Type	Fee per 4-Hour Block (Per Person)
Custodian	$250
IT Technician	$250
Security Guard for Additional Security, if Needed	$250

These fees are in addition to the facility rental fees and apply per 4-hour block. If additional staff are required, they are charged at the same rate.

For non-OCOM affiliated events conducted during regular business hours, the flat fee would remain but there would be no additional cost for staffing.

This model ensures proper staffing and compensation, while maintaining consistency and sustainability for external event usage of our facilities.

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This policy shall be posted at ocom.org/policies.