



# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Engineering and General Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-FACILITIES-P001-(01)	
<b>TITLE/DESCRIPTION:</b> <b>USE OF FUNCTION ROOMS AND OPEN SPACES</b>			
<b>EFFECTIVE DATE:</b> July 30, 2024	<b>REVISION DUE:</b> July 29, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 11
<b>APPLIES TO:</b> All Requesting Department/Unit of DPOTMH, MRCCC, UK		<b>POLICY TYPE:</b> Multi Disciplinary	

## PURPOSE:

1. To identify the different Function Rooms (FR) and Open Spaces for the official functions of the company.
2. To establish the guidelines for the request and approval on the use of the different Function Rooms (FR) and Open Spaces of the company.
3. To establish a guide for the effective and efficient use of the Function Rooms (FR) and Open Spaces
4. To provide venues for company-related meetings, seminars, training, conferences and various institutional activities & events.

## DEFINITIONS:

RCOE Building	– Riverside Center of Excellence Building
CRO	– Civil Relations Officer
Function Rooms (FR)	– shall refer to the areas as enumerated in this policy
Open Spaces	– shall refer to the areas as enumerated in this policy.
HAP	– Hospital Annex Property
MAB	– Medical Arts Building
ManCom	– Management Committee
RMCI	– Riverside Medical Center, Inc.
UK	– Una Konsulta
UB	– Una Botika
MRCCC	– Metro Riverside Cancer Care Center

## RESPONSIBILITY:

All employees, Civil Relations Officer (CROs), Security Guards, Facilities

## POLICY:

1. The following areas shall be considered as part of Function Rooms (FR):



Doctors Lounge	6 <sup>th</sup> floor, Pharmacy Building	Doctors' meetings, conferences, Company meetings, conferences, seminars, training, company events, and other functions
MAB Conference Room	6 <sup>th</sup> floor, MAB	Conferences, meetings and trainings, company events



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FHM Conference Room	2 <sup>nd</sup> floor, FHM Building	Conferences, meetings and trainings, company events
Activity Center	Mezzanine, RCOE Building	Special Functions, conferences, training, meetings, company events
Multi-purpose Hall	7 <sup>th</sup> floor, RCOE Building	Special functions, conference, training, meetings
RCOE Conference Rooms No. 1-5	7 <sup>th</sup> floor, RCOE Building	Small Conferences, meetings
Chapel	Ground floor, Main Hospital Building	Spiritual functions, prayer and worship

2. The following areas shall be considered as an Open Space:

DESCRIPTION	LOCATION	USAGE
Main Hospital Garden	Front of main hospital	Outdoor activities
Ground Floor Utility Building	Space between Medical Gas Plant and Maintenance	Special functions, Exhibit, Bazaar
RCOE Open Deck	3 <sup>rd</sup> floor of Utility Building	Outdoor activities
RCOE Lobby	Ground Floor, RCOE Bldg.	Company events, Exhibit

- Only activities that will be beneficial to RMCI and its stakeholders shall be considered and be allowed to use the FR and Open Spaces.
- All requests shall be scheduled on a "first-come, first-served" basis.
- All requests or plan to use any of the FR and Open Spaces shall be submitted to the Facilities Management Department at least five (5) days prior to the scheduled activity. Requests submitted after 5:00 PM, holidays and weekends will be considered as submitted on the next working day.







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6. The use of the Function Rooms and Open Spaces will be approved by the Facilities Management Department, except for following which shall need the approval of the President at least five (5) working days prior to the activity date.

**Function Rooms:**

DESCRIPTION	LOCATION
Activity Center	Mezzanine, RCOE Building
Multi-purpose Hall (MPH)	7 <sup>th</sup> floor, RCOE Building

**Open Spaces:**

DESCRIPTION	LOCATION
Main Hospital Garden	Front of main hospital
Ground Floor Utility Building	Space between Medical Gas Plant and Maintenance
RCOE Open Deck	3 <sup>rd</sup> floor of Utility Building
RCOE Lobby	Ground Floor, RCOE Bldg.

A written Letter of Request shall be sent to the Office of the President indicating all the information about the activity or event.

7. Depending on the function or activity and the number of participant, the Facilities Management Department shall recommend the most appropriate Functions Room or Open Space to be used.
8. The requesting department shall specify the quantity and type of equipment to be used during the activity. Any equipment or device that is not available in the Facilities Management Department's inventory, the requesting department shall be responsible to provide the equipment or materials needed.
9. All costs incurred in excess of the current manpower and equipment complement shall be sourced by the requesting department or unit.





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10. The requesting department or unit of the various venues listed above have the obligation to ensure that the venue is clean and damage-free after their activity and make certain that the room is locked after use. The user shall be accountable for any damage to the facilities or the loss of equipment in the room if it is established that such damages or losses occurred during the period the room was utilized. Also, upon inspection of the venue after any event, any loss or damage incurred will be charged to the last user. All users are enjoined to report any loss or damage discovered within the venue premises prior to or after the event/activity.
11. Usage of the Function Rooms and Open Spaces listed above shall always be the priority during office hours. Activities not listed above like dance practices, singing practices or any other kind of rehearsals will be allowed after office hours only. The office hours cover the period 8:00AM to 5:00 PM and Mondays to Fridays. These said activities may disturb the operations of the hospital due to noise and/or loud sounds.
12. The Facilities Management Department will identify the venue for dance, singing or any other kind of rehearsals.
13. The function rooms and open spaces may be rented out to outsiders for meetings, seminars, and training related to the operations of the hospital only and shall be duly endorsed by the Officers of the hospital only. The written request or letter and rental shall be duly approved by the Management at least fifteen (15) days prior to the actual date of use.
14. The RMCI community is encouraged to utilize efficiently the limited facilities. Deadlines for reservation and cancellation are to be complied with to enable others to also avail of the facilities. A venue must be used close to its capacity. A venue is considered underutilized when less than half of its capacity is used.







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## Cancellation and Penalty

15. Reservations of function rooms and open spaces that will no longer be used should be cancelled as soon as possible to allow other departments to use the said rooms.
  - 15.1. If there are four cancellations incurred from January 1 to December 31 of the year, the requesting unit will not be allowed to reserve a venue for the remainder of the year and all un used reservations of the department or section for the remaining year will automatically be cancelled.

Cancellation are considered if:

    - a) A reservation that is cancelled prior to approval.
    - b) An approved reservation that is cancelled, at the latest, three (3) work days before the activity. The requesting unit may be required to provide justification letter for documentation.
    - c) Non use of an approved reserved venue due to the cancelled arrival of the guest/visitors.
16. For special or big activity/event, there is a need to specify not only the venue usage schedule but also the duration/time for set-up, entry of participants, start of activity, and egress or dismantling of set-up.
17. All equipment and other paraphernalia utilized during the event/activity shall be immediately be removed from the function rooms/open spaces. The requisitioning department/section shall take charge in the ingress and egress of such equipment and other paraphernalia. For big and heavy equipment, department/section shall bring a service cart to transport said items to & from the function room/open space.
18. Provision for air conditioning service will be provided at least 30 minutes before the activity/event.
19. For activity/events with catering service, caterers shall abide by the guidelines set by the Management (see Policy on Catering Services).





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## PROCEDURE (SOP):

### Guidelines for the Users and Caterers of the Conference Rooms:

- Switch Off lights, aircon, LCD projector, Sound System after the activity.
- Lock the door of the Function Room after use.
- Strictly follow the "Clean-as-you-Go" Policy.
- Caterers are required to bring Trolley/Cart to transport all items, food and non-food, to and from the Function Room. NO TROLLEY/CART, NO BRINGING IN OF FOOD AND NON-FOOD ITEMS.
- There will be a designated area for the caterer as Staging Area or area where to place all the caterer's clean and soiled dishes. Caterer's property should not mix with the property of RMCI.
- Waiters and caterer's employees should wear proper uniform and PPE's during the activity in the conference room. Said employees and/or outsourced personnel are only confined in the Conference Room/Pantry Area.
- Caterers should submit a list of all items brought inside the property of RMCI. Likewise a list of all waiters and employees involved in the catering. An ID card should be worn by the staff.
- Any loss or breakdown of RMCI Property by the caterer or its employees, shall be charged accordingly.
- Caterers shall present all things to the Security Guard for inspection upon entry to and exit from DPOTMH.
- All personnel shall abide by the rules and regulations of the Function Room and the DPOTMH.







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1. The Requesting Department/Unit shall submit a written request and fill up the Reservation Form and send to the office of Facilities Management Department. The request shall specify the following specific information:
  - 1.1 Name of Activity/Event
  - 1.2 Short Description of the Activity/Event
  - 1.3 Specific Venue
  - 1.4 Date, Day and Time/Duration of the Activity/Event
  - 1.5 Estimated No. of Attendees
  - 1.6 Facilities and Equipment Needed
2. The Facilities Management Department checks the conference rooms schedule. If the venue is available, Requesting Department/Section will receive a confirmation via telephone, email or hardcopy (Reply Slip).
3. If the venue is not available for the chosen Date and Time, Facilities Management Department will inform the Requesting Department. Facilities Management Department may give options to reschedule or suggest available venues for the event.
4. Facilities Management Department informs the Conference Room Aide via phone or personal meetings regarding the reservation and all the information about the Activity/Event.
5. Conference Room Aide prepares the function rooms such as physical set-up and equipment.
6. During the activity/event, the Conference Room Aide ensures that equipment and amenities are functional.
7. After the activity/event, the Conference Room Aide cleans the entire functions rooms such as tables, chairs, and collection & disposal of garbage.





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## WORK INSTRUCTION:

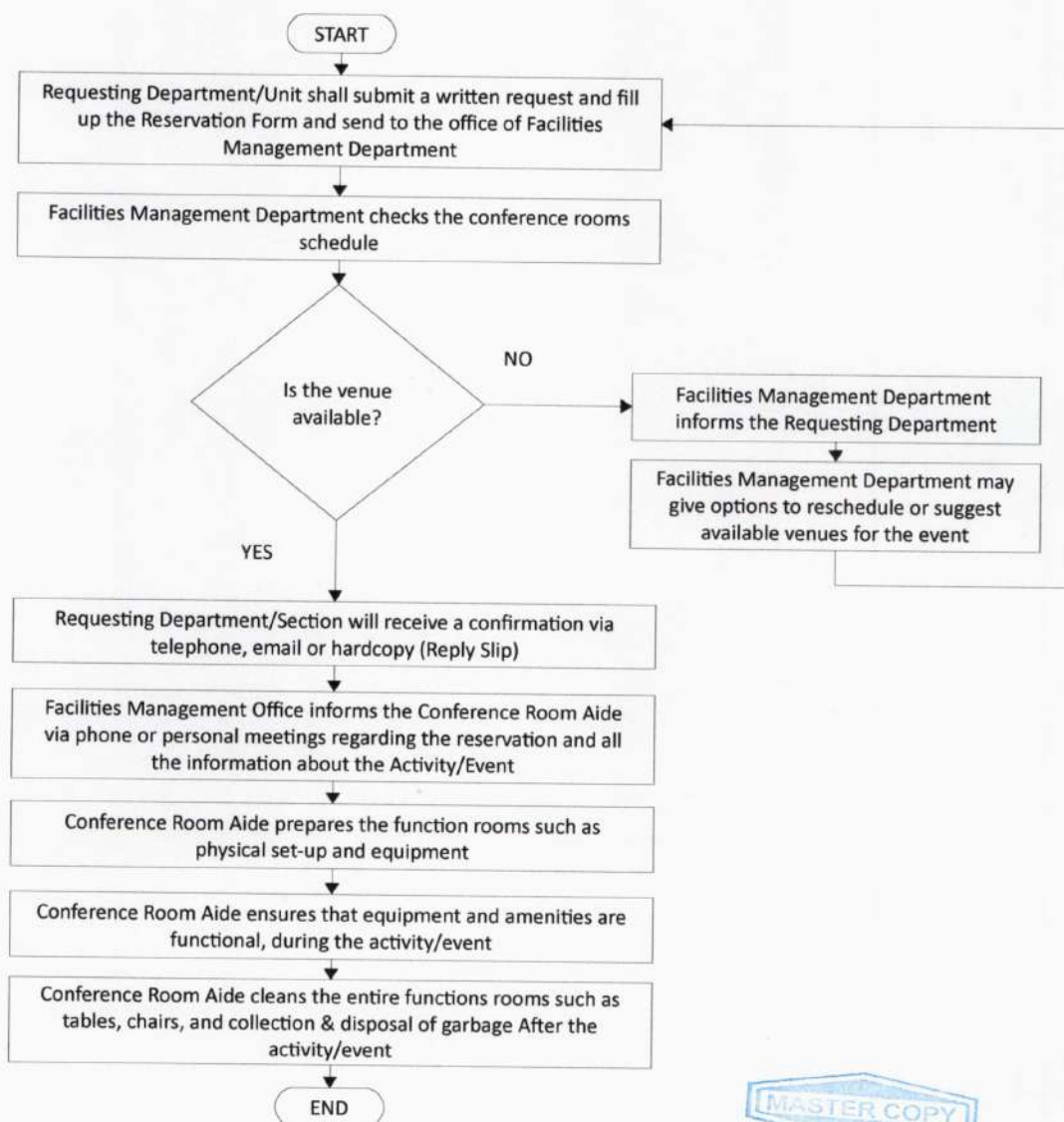
KEY TASK	PERSON RESPONSIBLE
1. Submits a written request and fill up the Reservation Form and send to the office of Facilities Management Department. The request shall specify the following specific information:	Requesting Department/Unit
2. Facilities Management Department checks the conference rooms schedule. If the venue is available, Requesting Department/Section will receive a confirmation via telephone, email or hardcopy (Reply Slip).	Facilities Management Department
3. Facilities Management Office informs the Conference Room Aide via phone or personal meetings regarding the reservation and all the information about the Activity/Event.	Facilities Management Department
4. Ensures that equipment and amenities are functional during the activity/event	Conference Room Aide
5. Cleans the entire functions rooms such as tables, chairs, and collection & disposal of garbage.	Conference Room Aide





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## WORK FLOW:



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<b>FORMS:</b> 1. DPOTMH-FM-F001- Reservation Form for Function Rooms & Open Spaces
<b>EQUIPMENT:</b> N/A
<b>REFERENCES:</b> N/A







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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	LOVELLE S. OCHIDA General Clerk		07/10/2024	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		June 24, 2024	
Approved by:	LUCKY G. PONCLARA Facilities Manager		June 24, 2024	
	NOEL P. GARBO General Services Head		June 24, 2024	
	SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		07/10/2024	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		07/16/24	

