



## The Domenici Center for Health Sciences Education Weekend and Evening Checklist

### General Information

The buildings are open from 6 a.m. to 6 p.m. Monday through Friday. Exterior doors automatically lock at 6 p.m. The Health Sciences Library and Informatics Center (HSLIC) provides limited support for patrons reserving Domenici Center space on weekdays after 6 p.m. and on weekends.

- Lobby entrances and doors to conference rooms 3010 and 3110 are controlled by magnetic-locking systems. If the doors are not open for your event, call UNMH Security at 272-2160 to have them opened. If the problem is not resolved, call Campus Security at 277-2241 for assistance; their officers have badge access to these doors.
- Rooms 2112, B102, B112 and B116 must be opened with keys obtained from the HSLIC Service Point. You must arrange weekend and evening key checkout in advance by contacting [HSC-HSLICReservations@salud.unm.edu](mailto:HSC-HSLICReservations@salud.unm.edu).
- Library AV/IT technicians are not available to support the use of audiovisual equipment at the Domenici Center on evenings or weekends. At least one week before your event, please contact [HSC-HSLICReservations@salud.unm.edu](mailto:HSC-HSLICReservations@salud.unm.edu) to make arrangements for a demonstration.

### Event Planning

- Send room reservation requests to [HSC-HSLICReservations@salud.unm.edu](mailto:HSC-HSLICReservations@salud.unm.edu).
- If you are having your event catered, please schedule additional time (30 minutes for set-up and 30 minutes for clean-up, or more if your caterer needs extra time).
- Please make arrangements with your caterer to pick up trash. If this is not possible, please dispose of trash yourself. The UNM Custodial Department is not available for trash pick-up on weekends.
- Arrange for security if required. (See UNM BPPM Policy 2230 for requirements and instructions.)
- If you need extra tables, please make your own arrangements. Do not move furniture from one room to another. Please note the fire-safety information on the next page.

- Identify any technology and training equipment you might need if it is not already provided in the room. Make arrangements to have it available during your event.
- Please use floor stands (available from HSLIC) for signage related to your event. Do not tape event signs to doors or windows.
- If parking for your guests is a concern, contact UNM Parking and Transportation Services at 277-9557.

## **Closing**

- If your meeting ends early, please call UNMH Security at 272-2160 and ask to have the building locked.
- Everyone who entered the building during your event must leave the building. The meeting host is expected to complete a walk-through of the building to ensure that it is empty.
- Please move all furniture back to its previous position in the room.
- If you bring extra furniture into the Domenici Center for an event, you must remove it on the day the event ends.
- You must remove all decorations and signage once your event is over.
- All catering supplies, food and trash must be picked up and removed. Clean up any food spills.
- Turn off all audiovisual equipment and lights before leaving the building.
- Make sure the building's exterior doors are closed and locked.

## **Emergencies**

If you have an emergency, call UNM Police at 277-2241, or call 911.

### **Domenici Center Fire Safety**

- If the fire alarms activate, evacuate the building immediately. Do not use the elevators.
- In case of fire, have handicapped individuals wait in the back stairwell for fire personnel to come get them. Notify emergency personnel of their location immediately.
- Maintain clear access to the following:
  - The 10' x 10' area by door exits
  - Fire alarm panels (FACP)

- Fire extinguishers
- Fire curtains (housed in the wall near the stairwell)

## **Suggestions and Comments**

We want the Domenici Center to be an appropriate learning environment for users across the Health Sciences Center. Please notify [HSC-HSLICReservations@salud.unm.edu](mailto:HSC-HSLICReservations@salud.unm.edu) at the end of your event if you have suggestions for improving the venue.