IHSC User Responsibility Agreement and Event Checklist

By scheduling use of the IHSC, you (Room User) agree that you have read and accept sole responsibility for the following, as appropriate:

- Space comes “as-is” — IHSC cannot provide additional furniture/equipment, nor can furniture or equipment be removed from the IHSC.
- Arrange for appropriate access to the IHSC for Room User and Attendees, and never prop doors open.
- Arrange for appropriate personnel and training for use of the Center’s specialized equipment.
- Schedule Standardized Patients (SPs), and let them into the IHSC, as needed.
- Set up and return the room to its original configuration.

For directions to the IHSC or its floor plan, please check the website (http://hslic.unm.edu/ihsc/index.html) or contact the IHSC (HSC-IHSC@salud.unm.edu).

Building/Facility Access

- Located in the Domenici Center for Health Sciences Education, Northeast building (Building 200-C, Dom NE).
- A locked facility; entrance is only via badge access from 6 a.m. to 6 p.m., Monday through Friday.
- Badge access requires joint approval by Health Sciences Library and Informatics Center (HSLIC) and your college/school's administrative office.
- Standardized Patients (SPs) do not have badge access. Room User must arrange to let SPs into the IHSC.

Event Planning Checklist

☐ Ensure that you and your attendees have access to the facility. See “Building/Facility Access” above.
☐ Contact the appropriate scheduler (see http://hslic.unm.edu/ihsc/index.html) to request a room reservation.
☐ Arrange to have someone posted at the IHSC entry door to grant appropriate access, including to SPs.
☐ Room Users are responsible for setting up and returning furniture and equipment to their original configuration. Plan for set-up and clean-up time in addition to the time needed for the event.
☐ Do not move furniture from one room to another; doing so may affect another’s room use.
☐ If using catering, schedule extra set-up and clean-up time.
  - Caterers must tend sterno/open-flame devices at all times and remove unused fuel at the end of the event.
  - Arrange with your caterer to pick up all food and catering equipment at the end of the event.
  - Arrange with your caterer to remove trash at the end of the event.
☐ Plan well in advance for your technology and training needs.
  - Only trained personnel may operate equipment in the Monitor Room. To request Academic Multimedia Services (AMS) support for your event, see http://som.unm.edu/education/md/ume/ams.html or call 272-0666 for details.
• Qualified individuals must be continuously present for the Monitor Room, Acute Care Simulation and/or any specialized technology used for your event.
• Make requests for Standardized Patients directly through the Assessment & Learning program. See http://som.unm.edu/education/md/ume/standardized-patient.html or call 272-8028 for more information.

☐ Arrange with your college/school for supplies you will need.
☐ Space comes “as-is” — IHSC cannot provide additional supplies, furniture or equipment, nor can furniture or equipment be removed from the IHSC.

Closing
☐ Turn off equipment before leaving the room(s).
☐ Return all furniture and equipment back to their original configuration.
☐ Remove any decoration and/or signage at the end of the event.
☐ Remove all food, catering equipment and trash. Leaving food overnight at the IHSC is strictly prohibited.
☐ Clean up any spills. Be prepared with your own quick clean-up supplies and extra trash bags.
☐ Place the used trash container(s) outside the room(s).

Additional Information for Evening/Weekend Events
☐ The IHSC does not provide support for patrons on evenings or weekends.
☐ AV/IT technicians are not available to support the use of equipment on evenings or weekends.
☐ In addition to IHSC access, arrange for building access with your college/school’s IHSC scheduler. Magnetic-locking systems control the building lobby entrance. Call UNMH Security at 272-2160 if doors are not open for your weekend/evening event. If the problem is not resolved, call Campus Security at 277-2241 for assistance.
☐ Arrange for security if required (see UNM BPPM Policy 2230 for requirements and instructions).
☐ Parking meters are checked 24/7. UNM Parking and Transportation Services number is 277-9557.
☐ Do not ship any materials to the IHSC.
☐ The IHSC is not responsible for equipment left or stored overnight.
☐ Arrange to remove trash, or place your bagged trash by the interior frosted glass doors of the northwest exit.
☐ Complete “Closing” duties as detailed on previous page.
☐ Clear the IHSC of any persons who entered during your event. The responsible Room User must complete a walk-through of the area to ensure that it is empty, secured and returned to pre-event condition.
☐ Make sure the IHSC exterior doors are closed and locked to prohibit unauthorized reentry.

Emergencies — Call UNM Police at 277-2241, or call 911.

Domenici Center Fire Safety
• If alarms activate, evacuate the building immediately.
• Maintain clear access to (do not obstruct in any way):
  a) 10’ x 10’ area by door exits
  b) Fire alarm panels
  c) Fire extinguishers