Reserving Spaces in the Interprofessional Healthcare Simulation Center (IHSC)
Approved by the IHSC Advisory Committee on August 11, 2014

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.” The 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 open doors.
- Arrange for appropriate personnel and training for use of the center’s specialized equipment.
- Schedule Standardized Patients (SPs) and let them in the IHSC, as needed.
- Set up the room and return it 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, north wing (Building 200-n-C).
- 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 IHSC 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 food trash and place all used trash container(s) outside their room(s).
☐ 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