



California Health Sciences University

CHSU SIMULATION CENTER AND PROGRAM RESERVATIONS FOR EXTERNAL EVENT POLICY

I. PURPOSE

This CHSU Simulation Center and Program policy is to ensure appropriate use of facilities and resources for all requests made to use the simulation center for an external event other than simulation.

II. SCOPE

This policy affects all faculty, staff, and participants (external and internal) who work in and with the CHSU Simulation Center.

III. POLICY STATEMENT

To ensure fair and equitable allocation of the resources available through the simulation center, all clients requesting the simulation center for an event other than simulation are required to submit an online event request. If needed, the simulation center faculty and staff will modify, without prior notice, the space allocation based on assessed needs and availability. The assessed needs and availability of resources include audio visual capabilities, type of event, and resources (security, supplies, and faculty/staff).

All space requests require a reservation form to be submitted by procedural timeline. The Simulation Center Manager and staff will work with the parties involved to resolve conflicts. At times, a face-to-face meeting between the parties requesting space and the Simulation Center Manager and staff will occur.

Detailed procedures for this policy can be accessed in the Reservations for External Use Policy and Procedure.

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- Policy Owner: Simulation Center
 - Effective Date: 8/22/2019
 - Approval by Provost Date: 9/06/2019
 - Approval by the President: 9/06/2019