



# California Health Sciences University

COM

## RESERVATIONS FOR EXTERNAL EVENT POLICY

### **PURPOSE**

This CHSU Simulation 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.

### **SCOPE**

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

### **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 Director 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 Director and staff will occur.

The CHSU President, Provost or COM Dean can request a scheduled simulation-based event be canceled to accommodate a facilities request based on the benefit to the University and College of Osteopathic Medicine. The Simulation Center Director will be notified in a timely manner.



The Simulation Center Director will notify CHSU faculty and who are responsible to notify CHSU student participants of the cancellation of the simulation-based experience.

Individuals using the Simulation Center facility are responsible for catering arrangements of the event.

Individuals using the Simulation Center facility are responsible for set-up and clean-up following the event and leaving the Center facilities in the order in which they were found.

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## **RESPONSIBILITY**

Simulation Center Director, staff, all CHSU faculty, internal and external clients and students of CHSU are responsible to uphold and follow this policy.

## **HISTORY (R\*)**

Approval Date:

7/5/2023

8/22/2019

Revision Date(s):

7/1/2023

Reviewed Date(s):

7/5/2023

**R:** COM Dean

**A:** Simulation Center, Associate Dean for Osteopathic Clinical Education and Simulation

**C:** COM Faculty and Staff, CHSU Legal Counsel, CHSU Policy Development Committee, Simulation Personnel

**I:** CHSU Community

