

Clinical Simulation Lab Sponsor Requirements

Requirements of a Sponsor

Off-campus groups must have a UNMC or Nebraska Medical Center employee or department who serves as primary contact and sponsor.

The sponsor must submit a request by sending an email to mgrant@unmc.edu with the information from the group or individual he/she is sponsoring. This should include the date, time, requested location, event name, a contact person for the event, their phone number and/or email address.

The sponsor is responsible for contacting CSL Staff, answering questions, and for the condition of the facility upon completion of the activity as follows:

- If food is ordered, arrange for delivery/set-up and remove promptly after the event.
- Room clean-up and return to original condition/configuration.
- If the UNMC catering service is utilized, contact Environmental Services for trash service (extra bins and pick up of bins).

If you are ordering through an outside agency, or bringing in food yourself, you must call Environmental Services (Jeff Kempter 559-5963, or email jkempter@nebraskamed.com)

- to request extra bins and prompt pick up of the bins.
- If a spill occurs, please notify Environmental Services right away so they can clean it up and treat carpets appropriately.
- Do not place food or drinks near technology equipment
- Please remember to end your activity at least 10 minutes before the scheduled time to as many times a class or another activity will be directly following your event, so prompt departures at the allotted time frame is required.

Technology

It is the responsibility of the individual reserving the room to contact the CSC Staff or ITS/Video services if technology assistance is needed.