**Center for Procedural Skills and Simulation Room Guidelines**

The Center for Procedural Skills and Simulation (CPSS) asks all users to abide by the following guidelines for all CPSS-affiliated spaces. This includes MAPF 00147 (CPSS Classroom), MAPF 00152 (Virtual Simulation Lab), and MAPF 00170A-D (Simulation Center rooms).

1. Room Guidelines
	1. Hours of Operation -- Normal CPSS hours are from 7:30AM-4:30PM. After hours and weekend access need to be approved in advance by CPSS before scheduling an event. For approved users, the Virtual Simulation Lab is available for 24/7 badge access.
	2. Location – CPSS is located in LL2 of the Pomerantz Family Pavilion (PFP) and most readily accessible from the K elevators. Please ensure your learners know how to find the K elevators, as they are ‘Staff Only’ and are not clearly labeled.
	3. Food and Beverages – No food or beverages are permitted in the Virtual Simulation Lab and Simulation Center rooms. Only covered beverages are permitted in the Classroom. A common break room with a refrigerator and microwave is available for use just outside of the Classroom.
	4. Use of Supplies and Equipment:
		1. Items located in CPSS are for simulation only. Many items look similar to those in patient care; check to ensure all simulation items stay in simulation areas and are not used for patient care.
		2. Learners are welcome to use supplies and equipment provided in simulation rooms, but availability may change. We strongly recommend facilitators bring their own supplies or equipment if specific items are needed.
	5. Review of Space – All facilitators are required to schedule an in-person review of reserved space at least 1 week prior to scheduled event. Facilitators who have made previous room reservations are encouraged to schedule a review, but not required.