**Center for Procedural Skills and Simulation**

**Room Reservation Request**

To assist you in reserving space in the Center for Procedural Skills and Simulation (CPSS), please complete the form below and send to Julie Hartman at julie-hartman@uiowa.edu. Upon review, CPSS will confirm your reservation and send a meeting invitation. Consider submitting more than one form for multiple day events or events that require different hours for different rooms.

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| Name | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |
| E-mail | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Name of Room(s)Select all that apply | [ ] MAPF 00147 (Classroom)[ ] MAPF 00152 (Virtual Simulation Lab[ ] MAPF 00170-A (Sim Center ‘Mock OR’)[ ] MAPF 00170-B (Sim Center ‘CVC Testing’)[ ] MAPF 00170-C (Sim Center ‘CVC Training’)[ ] MAPF 00170-D (Sim Center ‘Patient Room’) |
| Date | Click or tap to enter a date. |
| Time (include set-up and tear-down) | StartClick or tap here to enter text. | EndClick or tap here to enter text. |
| Name of Event | Click or tap here to enter text. |
| Number of Learners*\*Non-UIHC Learners are subject to CPSS room rental fees* | UIHC AffiliatedClick or tap here to enter text. | \*Non-UIHC AffiliatedClick or tap here to enter text. |
| Equipment Needed for Event | CPSS EquipmentClick or tap here to enter text. | User EquipmentClick or tap here to enter text. |
| Review Room Guidelines | Choose an item. |
| Copy of Agenda Sent to CPSS | Choose an item. |