

Room Request Form (Videography)

Please complete the form below to request reserving a nursing room for videotaping.

Contact Person: Name
LU ID #
Email
Phone

Event Name:
Event Description:

Date:
Time:
Expected Attendance:

Room request may be approved immediately if there are no conflicts with scheduled nursing events and they meet the following criteria:

- Rooms may be reserved during week day lab hours only
- Rooms may be reserved for 1-4 hours when not in use for School of Nursing events
- Persons requesting room must not move or attempt to operate equipment in room
- No food or drink is allowed in lab or simulation rooms
- A Lab Assistant is present during taping

Available Hours:

Tuesday: 8:00 PM – 6:00 PM
Wednesday: 8:00 – 6:00 PM (closed during convocation)
Thursday: 8:00 – 6:00 PM

In the event there are scheduling conflicts for a requested room or date, the School of Nursing's Clinical team will review the request and determine if the room can be reserved based on results from the Simulation Center Room Request Prioritization Grid.