



CLRC SPACE ALLOCATION POLICY & USER GUIDELINES

Background and purpose

The University of Saskatchewan (USask) Clinical Learning Resource Centre (CLRC) is responsible for managing requests for spaces within the unit such as clinic rooms, simulation rooms, procedure rooms, and debriefing rooms.

This policy aligns with the best practices outlined by [USask Space Booking](#) and has been developed to support requests for space, services, and/or equipment provided by (or in collaboration with) the CLRC. This document outlines the deadlines and guidelines applicable to internal and external booking requests and provides the room capacities of commonly requested spaces.

Information on room capacities and space service rates are available by emailing clrc.scheduling@usask.ca.

CLRC room capacities

Space type/purpose		Number available	Maximum capacity per space
Clinical assessment area	Reception	1	26
	Clinic rooms	23	6
	Control room	1	6
Simulation suite	Two-bay room	1	9
	Small rooms	2	6
	Debriefing room	1	12
Clinical procedure area	Eight-bed procedure rooms	3	28
	Four-bed procedure room	1	10

Booking deadline

Requests for USask college curriculum bookings requiring CLRC space and equipment for the upcoming academic year are **due by March 15 of the current year**. All other events should be requested **a minimum of 14 days in advance**.

External film and video requests

Aside from media interviews and in cases where external groups may wish to request access to CLRC space for video or film projects, please email communications@usask.ca to outline your request before contacting the CLRC. Once the request has been vetted through the central communications team, it may proceed through booking procedure outlined below.

NOTE: There are no restrictions currently in place regarding requests from the *general public* involving non-commercial photography or filming in *public/unrestricted spaces* on campus as long as doing so does not create a mess, or disrupt classes, meetings, or access to any campus spaces.

Booking procedures

- 1) All requests for CLRC space — including spaces for evening and weekend events — are to be submitted for approval through the [CLRC Space Booking Form](#).
 - i. Use of the CLRC by an **external group** — even if a faculty or staff member belongs to this group — requires a request to be submitted to the CLRC a **minimum of 14 days in advance**.
 - i. External groups will be required to submit **Certificate of Liability Insurance** to the CLRC (as per USask’s Institutional Space Management Framework).
- 2) Room assignments are made on the basis of need rather than historical arrangements. The CLRC assesses all demands for space and allocates spaces based on need, prioritization and suitability.
- 3) The CLRC will prioritize and assign spaces in the following order:
 - i. Curriculum-related events for participating colleges (i.e., Medicine, Nursing, Pharmacy and Nutrition, and Veterinary Medicine)
 - ii. Contracted professional licensing exams
 - iii. Student practice and/or CLRC Learner Practice Programs
 - iv. Administrative departments (e.g., groups and functions authorized by the University of Saskatchewan Student’s Union as well as the Graduate Students’ Association).
 - v. Non-university organizations (NOTE: Additional fees will be applied)
- 4) Upon confirmation of the booking request, the CLRC will provide general space guidelines.

User guidelines for CLRC space

Those who book and use space(s) through the CLRC will be required to follow the guidelines outlined below. **Failure to adhere to these requirements may result in additional fees charged, restricted facility access on subsequent requests, and/or reporting of facility misuse to college/school leadership.**

- 1) **Opening and closing of the unit** is the responsibility of the CLRC *during standard operating hours*. Outside of those hours, a key will be assigned to the user. The user will be accountable for the key and responsible for ensuring the unit is securely locked before exiting the area.
- 2) **Service fees for space** will follow the USask [Institutional Space Management Framework](#).

- i. The university provides sufficient staff to cover normal usage for all activities occurring during or after operating hours; however, the client **may be charged for any additional staff** required for setup and takedown, furnishings removal, or cleaning of the facility after a function.
 - ii. An additional charge may be levied against the client in cases where damages have occurred.
- 3) To uphold required safety protocols, the placement of items in public corridors, hallways, vestibules and other open areas within the Health Science Building must follow the guidelines indicated in the [Health Sciences Building Permissible Use Floor Plans](#).
- 4) Food and drink are only allowed in designated spaces.
 - i. Alcoholic beverages are not permitted in the CLRC.
- 5) All posters placed in the CLRC must be approved by the CLRC and will follow the [Health Sciences Poster and Temporary Signage Policy](#).

DATE APPROVED: October 29, 2024