

## Skills Lab Reservations and Request Forms Policy for Faculty

**Policy:** The Skills Lab Manager or her designee makes reservations for skills lab space at the Eastveiw campus. Available space is determined on a first-come first-serve basis **after** all classes have been given their allotted times per the course schedule. Skills Lab Request forms for classes, practices, check-offs, and simulations must be received two weeks prior to the scheduled activity.

### **Procedure:**

1. Faculty wishing to reserve space outside of their regularly scheduled class, must contact the Skills Lab Manager (223-5799) to determine if there is space available to host the requested activity. If the activity is a simulation, the faculty must next consult the Simulation Liaison to check availability.
2. Faculty next must submit a Skills Lab Request Form, accessed at <http://www.austincc.edu/health/skillslab/NursingSimulationRequestForm.php>  
This request must be received two weeks before the scheduled activity. This form also should be filled out for regularly scheduled classes, so the lab staff can adequately prepare for the scheduled activity. Please be specific in the numbers and types of supplies requested. Please save an electronic copy of your submitted form on your computer for easy access to change and/or resubmit during future semesters. Skills Lab Request Forms **MUST** be resubmitted each semester.