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		Approval Date:	05/06/2024
		Effective Date:	11/10/2020
		Review Date:	2027

## POLICY TITLE: USE OF SIMULATION CENTERS BY ENTITIES OTHER THAN THE COLLEGE OF NURSING

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The University of Houston Andy and Barbara Gessner College of Nursing Society for Simulation in Healthcare (SSH) Accredited Centers in Katy and Sugar Land are to be used primarily by the College of Nursing. All other entities wishing to use or view the Simulation Centers must adhere to the following guidelines.

### Use by Other Organizations for Instruction

The Gessner College of Nursing SSH Accredited Simulation Centers are available for rental to entities outside the Gessner College of Nursing. This includes entities within and outside the University. To rent the SSH Accredited Simulation Centers, the following conditions must be met.

1. Send a letter of inquiry to the [Clinical Learning Team](#) (CLT) regarding the learning objectives, date and time of requested educational experience.
2. The Clinical Learning Team will contact the entity to discuss requirements and fees for the proposed educational experience.
3. A signed contract must be in place with the Gessner College of Nursing business office that specifies the dates, times, personnel required, fee structure (requested from the [Director of College Business Operations](#)), and payment.
4. All fees are charged according to the current Gessner College of Nursing fee schedule and are non-refundable.
5. Any damage to the Simulation Centers or the equipment will be the responsibility of the outside entity to either repair or replace.
6. The college reserves the right to refuse rental if entity request will impact student instruction or usage of the Centers.

### Tours

The Gessner College of Nursing is willing to provide tours on a case-by-case basis. These tours may include some hands-on experiences at the discretion of the Clinical Learning Team. All decisions about the availability of tours reside solely within the Gessner College of Nursing. Email [CLT](#) for a tour request to include date, time, and number of participants.

### Equipment Rental

Simulation equipment and supplies are the sole property of UH and any requests for use of equipment will follow [Policy SC503](#): Simulation Supplies and Equipment Management.

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