Clinical Education and Research Centre

University Hospital Limerick

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Email: [cercadministrator@hse.ie](mailto:cercadministrator@hse.ie)

**CERC ROOM BOOKING REQUEST FORM**

**Please note that food and drink will be restricted to the non-carpeted areas on the ground and second floors, and signs to this effect will be displayed on the entrances to all carpeted areas.  This rule will be strictly enforced.**

New requests for room bookings for educational and research activities not already taking place in the existing facilities can be made to the CERC Board, Mary O’Kelly CERC Building Manager. ([cercadministrator@hse.ie](mailto:cercadministrator@hse.ie)). However, please note that the CERC building was commissioned specifically *to support only Education or Research activities*, and therefore cannot be made available for other purposes.

**Please Read the Terms of Reference for CERC Auditorium and Tutorial Rooms**

1. If you are looking to book the lecture theatre or one of the tutorial rooms within CERC please email [cercadministrator@hse.ie](mailto:cercadministrator@hse.ie) .
2. If the event you are looking to book the
4. **Auditorium** or **Tutorial Room**, **Clinical Skills room**, 20 seat **PC lab** and 20 seat (4 desks with 5 seats each) **collaborative learning room** on the library floor for, is not for Education or Research activities please note your request will be rejected regardless of availability.
5. **Capacity**

The capacity of the CERC Auditorium is 120-140 people

The Tutorial Room capacity varies from 6-8 persons to 40-50 when rooms are doubled up.

The Clinical Skills room has 4 patient bays with a viewing area for observation if required.

The PC lab has a capacity of 20 computers.

The collaborative learning room has 4 desks with 5 seats each.

1. The Auditorium, PC Lab, collaborative learning room and most of the Tutorial rooms are carpeted areas and therefore no food or drink is allowed under any circumstances.
2. Security opens and closes the rooms.
3. Please note **NO PATIENT SHOULD ACCESS CERC OUT OF HOURS** (including clinical trials or research on patients)
4. [cercadministrator@hse.ie](mailto:cercadministrator@hse.ie) manages the calendar for these facilities, please email them with the following information for your request.

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| --- | --- |
| ***Facility requested*** *: (Auditorium, Tutorial Room, Clinical Skills Laboratory, PC Lab or Collaborative Learning Room* |  |
| ***Date and Day*** *booking required for:* |  |
| ***Time*** *(from and until):* |  |
| ***Purpose of meeting:*** |  |
| ***Proposed discipline of attendees:*** |  |
| ***Department:***  ***Organisation****:* |  |
| ***Contact Person on the day:***  ***Mobile Number:***  ***Email Address:*** |  |
| ***Other :*** |  |

1. There is no AV/VC support for the CERC, if you want to use the equipment please familiarise yourself with the systems and ensure equipment is turned off.
2. Please leave the rooms in order, with the furniture layout as it was found. Failure to do so may cancel any future bookings. There is no porter service to rearrange furniture and if your booking requires rearrangement of furniture please ensure that the room is left back in the appropriate style.
3. Please Note: Your booking is not confirmed until you receive confirmation from cercadministrator@hse.ie.Directions to the CERC and individual rooms will be advised along with the AV/VC instructions on the booking confirmation email.