Clinical Education and Research Centre

University Hospital Limerick

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 Email: cercadministrator@hse.ie

**CERC ROOM BOOKING REQUEST FORM**

**The purpose and utilisation of the CERC Building**

CERC is a state of the art building which replaces the Sylvester O'Halloran Post-Graduate Education Centre, the Regional Medical Library, the UL/UL Hospitals Group Intern Network, temporary facilities for GEMS Student teaching and offices for the Health Research Institute (HRI). This is a tremendous new resource for our hospital and medical school, however, due to the limited space, only educational and research activities that currently take place in these existing facilities are being transferred into the new building.

**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.**

The CERC building is jointly managed by a Board, which meets monthly, with equal representation from UL and UL Hospitals Group.  The current Chair is Professor Paul Burke, UL Hospitals Chief Clinical Director, with Professor Rachel Msetfi, Executive Dean of the Faculty of Education & Health Sciences at UL as Co- Chair.  All office accommodation was allocated when the building was planned several years ago and there is no 'free' space available.

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). 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.

The new CERC building marks the growth of UHL into a major teaching hospital and signifies a closer relationship between UL and the UL Hospitals Group.

We are confident that it will be valued and productive for all staff and students.

Professor Paul Burke                                     Professor Rachel Msetfi

Chief Clinical Director, UL Hospitals           Executive Dean, Faculty of EHS, UL

Chair of the CERC Board                               Deputy Chair of the CERC Board

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

1. To book the lecture theatre or one of the tutorial rooms within CERC please email cercadministrator@hse.ie .
2. If the event you are looking to book the
3.
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 manages the calendar for these facilities, please email 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. HSE users can log a call with the helpdesk.
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 if required.