

## The Domenici Center for Health Sciences Education Event Checklist

**General Information:** The buildings are open 6:00AM-6:00PM Monday through Friday. Exterior doors automatically lock at 6PM. The Health Sciences Library and Informatics Center provides no support for patrons reserving Domenici Center space on weekdays after 6PM and on weekends. You are completely responsible for your event. There will be no building manager or event coordinator on the premises. This information sheet is provided in order to answer questions that may arise during use.

- Lobby entrances and doors to conference rooms 3010 and 3110 are controlled by magnetic-locking systems. **If doors are not open for your weekend or evening event you must call UNMH Security at 272-2160 to have them opened. If the problem is not resolved, call Campus Security at 277-2241 for assistance; their officers have badge access to these doors.**
- Rooms 2112, B102, B112, and B116 must be opened with keys obtained from the Information desk of the Health Sciences Library and Informatics Center. **Weekend and evening key checkout must be arranged in advance by contacting [HSLICReservations@salud.unm.edu](mailto:HSLICReservations@salud.unm.edu).**
- Library AV/IT technicians are not available to support the use of audiovisual equipment at Domenici Center on evenings and weekends. **Please make arrangements for an AV demonstration at least one week prior to your event by contacting [HSLICReservations@salud.unm.edu](mailto:HSLICReservations@salud.unm.edu).**
- Do not have informational material for conferences shipped to the Health Sciences Library or to Domenici Center. Library staff will not be responsible for lost or damaged material. **Arrange with vendors to have material shipped to your department office.** There is no storage space available at Domenici Center.

### Event Planning

- Send room reservation requests to [HSLICReservations@salud.unm.edu](mailto:HSLICReservations@salud.unm.edu).
- If catering is used, please schedule additional time (30 minutes for set up and 30 minutes for clean up, or more if your caterer so requests) when booking an event. Caterer must tend sterno or other open flame devices at all times and remove unused fuel at end of event. Make arrangements with your caterer to pick up all food and catering equipment at end of event.
- Please make arrangements with your caterer to pick up trash. If this is not possible please dispose of trash yourself. The UNM Custodial Department will not be available for pickups on weekends.
- Arrange for security if required (see UNM BPPM Policy 2230 for requirements and instructions).
- If extra tables are needed, please make your own arrangements; do not move furniture from one room to another. Note Fire Safety Access restrictions listed below.
- Plan ahead if your technology and training needs exceed the room's capabilities. Discuss with scheduler to identify equipment or technical assistance that may be needed, and make sure that Domenici Technical Support are aware of your plans, and are informed if any third party vendors are providing technical assistance.

Contact Information:  
Health Sciences Library and Informatics Center  
Information Desk: 272-2311

For Reserving Rooms go to:  
[HSLICReservations@salud.unm.edu](mailto:HSLICReservations@salud.unm.edu)

- Please use floor stands (available from HSLIC) for any signage relating to your event. Do not tape event signs to doors and windows.
- If parking for your guests is a concern, contact UNM Parking and Transportation Services at 277-9557.

## **Closing**

- Please move all furniture back to previous positions in the room.
- Extra furniture brought into Domenici for an event must be removed the day the event ends.
- All decoration and signage must be removed at end of event.
- All catering equipment, food, and trash must be completely picked up and removed. Clean up any food spills. Leaving food overnight at Domenici Center is strictly prohibited.
- All audiovisual equipment and lights must be turned off before leaving the building.

## **Additional Weekend/Evening Closing Tasks**

- If your meeting ends early, call UNMH Security at 272-2160 to request the building be locked.
- Building must be cleared of any persons who entered during your event. The meeting host is expected to complete a walk-through of the building to ensure it is empty.
- Make sure the building exterior doors are closed and locked.

## **Emergencies**

If you have an emergency call UNM Police at 277-2241 or call 911.

## **Domenici Center Fire Safety**

- If alarms activate evacuate the building immediately. Do not use elevators.
- In case of fire have handicapped individuals wait in the back stairwell for fire personnel to come get them. Notify emergency personnel of their location immediately.
- Maintain Clear Access to (do not obstruct in any way):
  - a) 10' x 10' area by door exits
  - b) Fire Alarm Panels
  - c) Fire extinguishers
  - d) Fire curtains (housed in wall near stairway)

## **Suggestions and Comments**

We want the Domenici Center to be an appropriate learning environment for users across the Health Sciences Center. Please notify [HSLICReservations@salud.unm.edu](mailto:HSLICReservations@salud.unm.edu) at the end of the event if you have suggestions for improving the venue.

October 16, 2008

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