



Rental Addendum

We welcome the opportunity to serve our community through the use of the Regional Medical Simulation Center by individuals and organizations outside of the Eastern New Mexico University-Roswell System. If you are interested in utilizing our facility or equipment or have questions regarding equipment or services we offer, please contact:

John Bitner
RMSC Simulation Specialist
(575) 624-7435

Administrative Fees – At your request, our Medical Simulation Specialist can facilitate your experience and will develop custom scenarios, operate the simulators, set up the experience, provide moulage (makeup to simulate illness or injuries), and conduct training on the proper use of simulators and other equipment. Our high fidelity rooms also include audio and video recording capabilities.

Equipment

A high fidelity simulator consists of a manikin that breathes, blinks, bleeds, and is able to speak through the control operator (Example: SimMan 3G, SimMom). A specification list is available for each of the simulators.

Room Rates

All fees are based on campus business hours of Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to Noon. We can make accommodations for alternative hours. For early morning, evening or weekend rates, please contact the RMSC Specialist. Classrooms are available and include audio/visual capabilities, LCD projector and whiteboard with markers and wireless internet.

All rescheduling and cancellations must be made within 48 hours prior to the event. There will be a fee equal to administrative costs plus 25% for no shows or failure to cancel

Fees

Item	Description	Fee
High Fidelity Simulators	Laerdal Sim Man 3G Laerdal Sim Jr. Laerdal Sim NewB Laerdal Sim Mom/Birthing Simulator	\$100
Offsite Simulation		\$75.00 per hour plus State Per diem and State per mile
Medical Advisor		\$45 Per Hour
Simulation Specialist		\$30 Per Hour
Actors		\$25 per Hour
Emergency Crash Cart	Various Available	Cost per Tray Used + 15%
Supplies	All Disposables	Cost + 15%
CEU's		\$15
Audiovisual Recordings		\$45

Rules –

1. All parties needing to reserve the RMSC need to have a consultation with the RMSC Specialist or RMSC staff before their reservation becomes confirmed.
2. Use of the facility will be on a first come, first served basis unless obligations of the Lessee are not met (consultation/deposit, etc...) Specifics of this are discussed at the RMSC consultation. Priority will be given to ENMU-R scheduled classes.
3. Eating or drinking will not be allowed in the RMSC. There is a break room available to store provisions.
4. All activities will be limited to the specific room reserved. Access to the rest of the building is not allowed. Do not ask the custodians or RMSC specialists to open any other rooms as they have been instructed not to do so. Other rooms are available for rental purposes. Please contact Facilities Coordinator to reserve space.
5. The RMSC/ ENMU-R Administration and staff reserve the right to ask anyone who does not comply with the agreed upon rules of the RMSC to leave the premises. This does NOT entitle the Lessee to a refund.
6. Do not paint, pin, staple, nail, tape, screw or otherwise attach anything to any area of the facility without permission
7. Your group will be billed for custodial labor required to clean up due to failing to comply with the rules, i.e. spills, mop on solutions on the floor, etc. You must clean up!
8. Your group will be liable for all damages arising from the use of the facilities and equipment.
9. We are NOT responsible for lost or stolen items.

10. A designated representative of the Lessee/User shall be present at all times during the date(s) and hours this Rental Agreement is in effect.
11. We are able to train individuals to operate the light and sound equipment. Only after training is completed will outside operators be permitted to use the equipment. There is no charge for operational training of equipment.
12. Gloves must be worn at all times when handling mannequins.
13. No Ink pens allowed in simulation rooms.
14. Campus Security contact information: (575) 624-7180.