



**Lincoln Memorial University-  
DeBusk College of Osteopathic Medicine**

**Clinical Exam Center Reservation Form**

This form should be used for all reservations of the clinic exam center at the LMU-DeBusk College of Osteopathic Medicine (LMU-DCOM). Please also read the guidelines and policies at the end of this form. You will be notified by e-mail within 24 hours of your request. A minimum four (4) weeks notice is required to reserve these rooms. Early notification is appreciated!

Reservations are based on availability. The Department of Academic Services reserves the right to make changes to requests as needed. After completion, please return requests for the Clinic Exam Center to Jamie Duncan, 423.869.7174 (FAX); 423.869.7760 (Office); [jamie.duncan@lmunet.edu](mailto:jamie.duncan@lmunet.edu).

**Name of Program:** \_\_\_\_\_

**Date(s) of Program:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Number of Participating Students:** \_\_\_\_\_ **Number of Participating Faculty:** \_\_\_\_\_

**Short Description of Program:** *(Please attach additional information if available)*

**Contact Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Phone Number:**(\_\_\_\_) \_\_\_\_\_ **Mobile Number:**(\_\_\_\_) \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Clinical Exam Center** (10 exam rooms available with wall diagnostic kits; video recording capable)

Number of rooms requested: \_\_\_\_\_

**Room # (s) assigned:**

Do you need supplies? Yes \_\_\_ No \_\_\_

Please list and indicate quantity:

<i>Supplies (list)</i>	<i>Quantity</i>	<i>Description</i>

Do you need Standardized Patients (actors)? Yes \_\_\_ No \_\_\_

If "Yes", # Male \_\_\_ ; Age Range \_\_\_\_\_ # Female \_\_\_ ; Age Range \_\_\_\_\_

Do you need Patient Models? Yes \_\_\_ No \_\_\_ ; If "Yes", please describe you needs \_\_\_\_\_

Is this a physical examination activity that needs to be video recorded? Yes \_\_\_ No \_\_\_

Please attach the following: 1) List of participating students, 2) List of faculty, 3) Case information (door notes), and 4) evaluation instruments

**DCOM Facilities Request  
General Policies and Guidelines**

The Department of Academic Services wants to assist you in making your events a success.

1. All reservations must be made by a university department. The reserving department or organization must be the user of the space and present at the event. A 4-week minimum notice for reservations is required.
2. A 48-hour notice on cancellations allows us to better serve all organizations/departments.
3. Rooms will be in a standard set-up unless other arrangements are requested and approved in advance.
4. Rooms will remain locked when not in use. Rooms will be unlocked at least fifteen (15) minutes before the scheduled event unless prior arrangements have been made.
5. A faculty or an administrator of the department reserving the rooms must be present in the labs with students at all times.
6. The reserved room(s) should be in the same condition as when the event started.
7. Supplies in the cabinets of rooms are the property of the clinic or simulation lab. Use only the supplies requested and provided in advance or use personally supplied supplies.
8. All participants are accountable for proper use of equipment, respect for property and proper conduct in the clinic and simulation areas. Any misuse of equipment or property causing damage and need for repair or replacement will be charged to the reserving department.
9. **Nothing is to be taped, tacked, or otherwise adhered to the walls in any manner.**
10. Any materials used for the event must be removed immediately following the event.
11. At the completion of the event, turn off all lights and close doors (locked). During afterhours, please contact security (x6338) if doors need to be key locked.

**Please check on the blank provided to indicate you have read and understand the statement that follows.**

\_\_\_\_\_ As a precondition to receiving use of the facility, the user agrees to indemnify, defend and hold Lincoln Memorial University harmless from all liabilities, costs, damages, expenses, losses, court costs, and attorneys' fees, arising out of or from acts of negligence errors or omissions occasioned or arising out of the use of Lincoln Memorial University property by the user, its agents, servants or employees

\_\_\_\_\_ Lincoln Memorial University assumes **no** responsibility for accident, injury, or death of guests or participants, or property damage or loss. LMU has a no alcohol policy, which prohibits the use of alcohol on the campus.

**Department Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_