

Policy and Guidelines for Weekend and After-Hours Use

Consistent adherence to this policy helps protect scheduling, equipment and the overall experience for all users. Staff will continue to review requests and may adjust policies as needs and resources evolve. To request after-hours or weekend use, please complete the [course request process](#) at least four weeks before the proposed date(s).

Guiding Principles

- We prioritize safe, effective and equitable use of simulation resources for all UC Davis Health and schools of health programs.
- We maintain the integrity of scheduled activities by ensuring simulation environments are prepared and preserved.
- Simulation center staff support is typically available Monday-Friday, 8 a.m.-5 p.m. Requests for after-hours or weekend use are considered exceptional.
- Our policies promote consistency, fairness and accountability across all UC Davis Health users, faculty and programs.

Simulation Considerations

- Simulation spaces are frequently set up in advance for scheduled activities and often require complex preparation and equipment management.
- Past instances of unsupervised after-hours use have resulted in unintentional disruption to scheduled activities, damaged or misplaced equipment and additional staff workload.
- Unlike classroom spaces, simulation environments house specialized equipment and manikins that can be sensitive to unauthorized or unsupervised use.
- The preference is for a simulation staff member to be on-site at the start and end of all activities requiring simulation spaces.
- Students may use simulation spaces only when a UC Davis Health faculty member is physically present to provide supervision for the entire activity. Students without faculty oversight are directed to the classroom reservation system. Students interested in using a simulation space as part of a student interest group (SIG) should reference applicable schools of health policy.
- Activities must not disrupt existing setups or scheduled sessions. Users are expected to leave the space as they found it and promptly report any incidents or equipment issues.

Reservation Considerations

- All requests for after-hours or weekend use must be submitted at least four weeks in advance to allow for staff scheduling. Providing additional notice increases the likelihood that a request can be accommodated. Last-minute requests are rarely approved due to staffing limitations.
- Requests are submitted via the [course request process](#) on the simulation center website. Curriculum simulation requests should be submitted via the approved schools of health process.
- Requests are considered on a case-by-case basis, by exception. Approval depends on staff availability, advance notice, existing classes scheduled during regular hours and alignment with scheduled preparation and maintenance.
- Approved reservations may require an on-site staff member to be present or to conduct a post-activity walkthrough for inventory, reset and equipment checks. This may incur additional costs for users operating under a pay-per-use model.

Alternate Options

When after-hours access to simulation spaces is not feasible, consider these alternatives:

- Use regular classroom spaces (self-scheduled by faculty or students) for practice sessions that do not require high-fidelity simulators or medical equipment. The schools of health may have equipment such as portable exam tables or ophthalmoscopes available for students to borrow.
- Remote or self-directed practice, such as recording exam demonstrations with family members using platforms like GoReact for faculty feedback.
- Integrating practice sessions into the standard curriculum or quarterly planning to ensure access during regularly staffed hours.

If you have questions about the course request process, please email us at simcenter@health.ucdavis.edu or give us a call at 916-734-4708.