

## Procedure Room Rental Guidelines

Investigators that wish to be the sole occupant of a procedure room may do so at the cost of \$250.00 per month. When deciding whether a space is a sole occupant space or a multiple occupant space that can be shared, the following guidelines will be applied:

1. Can equipment that is left in the room be used by an investigator other than the investigator who purchased the equipment? If investigators are not willing to share equipment, the room is considered “sole occupant.” Multiple occupant rooms will be listed on the EMS system, and investigators must sign up for usage in advance.

OR

2. Can investigators utilize the entire counter space that is available, or does it need to be cleared of clutter? If a room needs to be cleared of clutter, it is automatically considered “sole occupant.”



Example of an **uncluttered** procedure room counter space



Example of a **cluttered** procedure room space.

### NOTE:

1. If you need help organizing your materials, the LARC has many office and medical supply equipment catalogs that may be helpful. It is the responsibility of the investigator to provide a box, cart or moveable cabinet for equipment.
2. The LARC is happy to find storage space for carts with wheels.
3. The LARC does not allow corrugated cardboard in the facility, as it is a breeding ground for insects. Boxes made out of cardstock, such as glove boxes and syringe boxes, are allowed. Boxes made out of see-through plastic are allowed, provided they are labelled with the investigator's name.