

# Mercy Hospital and Unity Campus Room Reservation Requests

## Request Process for Schools:

Submit room reservation requests to LeAnne Larom for both campuses at: [LeAnne.Larom@allina.com](mailto:LeAnne.Larom@allina.com)

- It is encouraged to do post-clinical off-site if able, due to space constraints.
- Submit requests for the semester at one time.
- Be specific in your request: include date, time frame and number of students/faculty.
- Submit requests at least 2 weeks prior to the first requested date.
- Keep in mind that computer labs may need to be shared with other schools/students who are all on site at the same time to prep.
- On occasion student requests may be bumped for critical employee meetings/classes.
- Notify LeAnne Larom for any room cancelations.