

INSTRUCTIONS:

- ① Print document
- ② Fill out completely and legibly
- ③ Fax to 257-2020



Marine Corps Base Hawaii • Bldg 220 • (808) 257-2158

<http://mccshawaii.com/edcenter>

CLASSROOM CONTRACT

Classroom	Capacity	Bldg
KANEOHE BAY:		
A	36	220
B	34	220
C	34	220
D	34	220
E	50	220
F	VTC	220
G	30	220
1	30	219
2	30	219
NTC		
Trailer	10	Behind 221

Today's date: _____

POC: _____

Office/Unit: _____

Phone: _____ Fax: _____ Email: _____

Date(s) classroom will be used: _____

Time(s) classroom will be used: _____

Classroom will be used for: _____ # of participants: _____

GENERAL INFORMATION

1. Classrooms are available Monday through Friday, 0730 to 1630, to support MCCS and MCB Hawaii.
2. Classroom capacity cannot exceed seating limit (*see classroom table above*).
3. Classroom reservations are granted on a first-come, first-served basis.
4. If you need to cancel, call 257-2158 to give others the opportunity to use the classroom.
5. Buildings 219 and 220 have Wi-Fi available from different sources. See Education Center.
6. Classroom F is Video Teleconference (VTC) Room. If you require VTC, contact Education Center.

USER RESPONSIBILITIES

1. **NO FOOD, DRINK OR TOBACCO PRODUCTS – INCLUDING CHEW – IN THE BLDG.**
2. Provide appropriate dry erase markers and cleaner to ensure whiteboards are not damaged.
3. Do not move chairs and/or tables between classrooms.
4. Do not use audio/visual equipment without prior approval.
5. Users may not use 3M mounted digital projectors without prior training. See Ed Ctr for instructions.
6. Report damaged or missing items immediately.
7. Align and straighten all desks and chairs after use.
8. Empty trash after use.
9. Notify Education Center staff when period of use is over.
10. When finished, Ed Ctr staff member will inspect and release user from further responsibilities.
11. Do not smoke within 50 feet of the building or throw cigarette butts on the ground.

IMPORTANT NOTE RE: AIR CONDITIONING UNITS IN CLASSROOMS

To ensure your comfort in classroom, **do not open windows** in the classrooms or hallways at any time. Open windows negatively impact proper functioning of AC units. Education Center will regulate classroom AC temperature per base policy. If you are uncomfortable, let someone in the Education Center know and we will adjust accordingly.



Violation of any of the above responsibilities may result in denial of future classroom requests.

POC's Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

Checked out by: _____ **Time:** _____

CLASSROOM ASSIGNMENT *(to be completed by Education Center):*

- BLDG. 219:** Classroom 1 2
- BLDG. 220:** Classroom A B C D E F G
- Behind BLDG 221:** Trailer

Additional comments:

