



Please fill out completely and legibly.  
 Phone: 808-257-2158  
 Fax: 808-257-2020

Classroom	Capacity	Bldg
Camp Smith :		
107		2C
108		2C
111		2C
112		2C
114		2C

Education Center Classroom Contract

POC: \_\_\_\_\_

Office/Unit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) classroom will be used: \_\_\_\_\_

Time(s) classroom will be used: \_\_\_\_\_

Title of event: \_\_\_\_\_ # of participants: \_\_\_\_\_

**GENERAL INFORMATION**

1. Classroom availability is 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. Classrooms do not have Wifi capabilities.

**USER RESPONSIBILITIES**

1. **NO FOOD, DRINK OR TOBACCO PRODUCTS – INCLUDING CHEW – IN THE BLDG.**
2. If a computer is needed please note that you must bring one with you. Computers are not provided.
3. Provide appropriate dry erase markers and cleaner to ensure whiteboards are not damaged.
4. Do not move chairs and/or tables between classrooms.
5. Do not use audio/visual equipment including digital projectors without prior approval and training.
6. Report damaged or missing items immediately.
7. Align and straighten all desks and chairs after use.
8. Please check in at front desk when you are ready to enter the room and check out when you are finished.
9. When finished, Ed Ctr staff member will inspect and release user from further responsibilities.
10. Do not smoke within 50 feet of the building or throw cigarette butts on the ground.
11. Turn off all lights and AC units when not in use and remove trash before leaving.

**IMPORTANT NOTE RE: AIR CONDITIONING UNITS IN CLASSROOMS**

To ensure your comfort in the 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: \_\_\_\_\_

Additional comments: \_\_\_\_\_

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