



Revised: 07 AUG 2017

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

<http://mccshawaii.com/edcenter>

BLDG 220 CLASSROOM CONTRACT

Classroom	Capacity
A	36
B	30
C	30
D	30
E	50
F	30
G	30

Please write legibly

Today's date: _____

POC/Class Leader: _____ Unit/Office: _____

Phone: _____ Email: _____

Date(s) classroom will be used: _____

Time(s) classroom will be used: _____

Purpose: _____ # of participants: _____

GENERAL INFO

1. Classrooms are available **Monday through Friday, 0730 to 1630** (closed all federal holidays).
2. All classrooms have projectors and televisions — Education Center does **not** provide laptops.
3. Bldg 220 has limited Wi-Fi; modem (strongest signal) is located in Classroom B.
4. Classroom F provides Video Teleconference capability.
5. If you need to cancel, please call 257-2158 to give others the opportunity to use the classroom.

YOUR RESPONSIBILITIES: Read and initial each item

1. **NO FOOD, DRINK OR TOBACCO PRODUCTS – INCLUDING CHEW – IN THE CLASSROOM.** _____
2. Important: POC (or Class Leader) must check in **and** check out with Education Center staff. _____
3. Upon check-in, Education Center staff will turn on AC and assist with projector/television. _____
4. Do not use audio/visual equipment without guidance from Education Center staff. _____
5. Keep windows and doors closed. Education Center staff can adjust AC if too warm/cold. _____
6. After use, align and straighten all desks and chairs, and wipe down whiteboard. _____
7. Immediately report damaged or missing items. _____

☆ *Violation of your responsibilities will result in denial of future classroom requests from your unit*

POC's Signature: _____ Date: _____

Approved by: _____ Date: _____

Additional comments: _____
