

Scheduled in classroom book



Received by: _____

Please write legibly

BLDG 220 CLASSROOM CONTRACT

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. 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 • You are accountable

1. **NO FOOD, DRINK OR TOBACCO PRODUCTS – ESPECIALLY CHEW – IN THE CLASSROOMS** _____
2. **Important:** POC (or Class Leader) must check in **and** check out with Education Center _____
3. After check-in, Education Center staff will turn on AC and assist with projector, if needed _____
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 classroom items _____

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

POC's Signature: _____ Date: _____

Additional notes: _____
