**Shared Use of the HR Training Room**

**Suite 205, Building 3377**

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**Room Usage**

The intention of this guide is to enable everyone to enjoy the best possible use of the HR Training Room. The primary purpose of the room is training. Please do not use it for your regular departmental meetings. If this is your first usage of the room, we ask that you sign this form to acknowledge that you have read its contents.

**Access to the Room**

Normal hours are from 8:00 a.m. to 5:00 p.m. on weekdays, excluding TSRI holidays. The room contains a computer and audio-visual equipment and it is therefore very important that users keep it locked when it is unoccupied. You may obtain the key from the HR Front Desk.

**Chairs and Tables**

The Training Room has 40 chairs and 10 tables. Some of the chairs may be stored in the closet attached to the room. If you require the use any of these, please obtain the key from the HR Front Desk.

**Organizer Responsibilities**

The meeting organizer is responsible for setting out the chairs, arranging the tables, and *returning the furniture to its original configuration after the event.* Please remove any leftover food and drinks from the training room at the conclusion of the meeting. The organizer is also responsible to ensure that the facility is clean and tidy for the next users. If he or she is not present at the meeting or event, someone else should be appointed to ensure that this happens.

**Use of Equipment**

If you need to use the audio-visual equipment, please refer to the [Training Room Equipment Guide](#). This is available on the Intranet and at the HR Front Desk. Improper use of the projector can *damage the very expensive light bulb. Please do not touch the screen or manually change* the projector settings. If you have any doubt as to how to use the equipment, please request help at the HR Front Desk. PLEASE DO NOT REMOVE EQUIPMENT FROM THE ROOM AT ANY TIME.

**Vacation of Premises**

Please return the room to its original configuration after the meeting. Retract the screen and turn off the projector, the lights, and the power strip in the podium. Please do not switch off the other individual components in the podium. Note that the small switcher box at the bottom of the podium should remain on at all times. In addition, please remove all loose garbage, leftover papers etc.
Cancellations
Please notify the HR Front Desk (4-8534) if you have reserved the room and no longer need it.

Parking
One-hour visitor’s parking is available, but limited. Please arrange for temporary parking permits from the HR Front Desk if you wish to park close to the building.

Noise
Please be respectful of the adjacent offices and keep the volume down.

Damage
Please report any damage, including large spills, to the HR Front Desk, immediately.

Decorations
Please obtain permission from the HR Front Desk before putting up decorations. Remove decorations directly after the event. Kindly refrain from driving thumbtacks into the walls, doors or doorframes.

Fire Safety
Please ensure that newcomers to the building know the location of the fire exits. The main door to the training room is a fire retardant door and propping it open is a breach of the fire safety regulations. As you would expect, it may be kept open at the beginning and end of each program to facilitate smooth entry to and evacuation of the room.

We appreciate your help and cooperation in ensuring that this shared resource is a pleasure for all to use.

Use of HR Training Room
I have read, and agree to comply with the usage requirements for the HR Training Room.

Print Name: ____________________________________________________________

Signature: ___________________________ Date: ____________________________

Please sign and return to the Front Desk - Human Resources: 2nd Floor, Building 3377
Mail Drop TPC-11 or fax to 858-784-9004