



CLASSROOM USAGE

STATEMENT OF UNDERSTANDING

- You may check out the key, the morning of your training. If you would like to set up the classroom prior please discuss with the Employee Development Specialist about checking the key out early. There is no charge for the classroom usage. Hours of availability: 0800-1630 Monday thru Friday. You may reach the Employee Development Office at 703-784-0299. Turn in classroom key and signed classroom checkout form upon completion of your training.

- Smoking is NOT permitted within the building nor within 50 feet of the building. The reserved Smoking area is located adjacent to the DEERS Office.

- You are responsible for bringing your own coffee supplies. A small refrigerator and coffee maker are available for your use. Please do not use supplies in the refrigerator. Vending machines are available. You are responsible for cleaning the classroom to include chalk board, dry-erase board, removing trash and cleaning up any spills. You are responsible for any damage. Please ensure the training room is left clean and tidy.

- If there is a need to rearrange the training room to facilitate your needs, please return the room to its original configuration when finished.

- If you need to use any electronic equipment (laptop, overhead, etc) please state so in your request. You are responsible any damage to electronic equipment in the classroom. Please do not remove equipment or resources from the Employee Development Classroom.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____



Training Classroom Checkout

- Chalkboard cleaned
- Dry-erase board cleaned
- Tables cleaned
- Trash picked up and taken out
- Coffee pot cleaned and unplugged
- Fan turned off
- Windows locked
- Tables/chairs returned to original configuration
- Electronic equipment unplugged and secured
- Lights turned off
- Doors locked

Please check all above and return checkout form with classroom key.

Name (Print)

Sign

Date
