



HRMD

Human Resources Management Department

Thank you for your interest in using the HRMD Training Center Facility for your meeting or training. In order to best accommodate your request, the following information is needed. Attached is a copy of some facility requirements.

Room Requested:

Room 214 configurable (max 24 people)

Room 217 non-configurable (max 24 people)

Name of group requesting meeting space:

Purpose of meeting/training:

How many people are expected to attend?

What date(s) and time(s) are being requested?

Will you require audio/visual capability?

Whiteboard / Projector

DVD/VCR

Laptop

Have you received training on how to use the audio/visual equipment?

SEE ATTACHED RULES FOR TRAINING ROOM USAGE.

Person making request: _____ Phone number: _____

Signature: _____ Date request made: _____

<i>Request for use of meeting space</i>	
_____ <i>Approved</i>	_____ <i>Not Approved</i>
_____ <i>HRMD initials</i>	

Terms of Use and Rules for Training Rooms

HRMD Training Center, 5501 Airport Blvd NORTH

- All meeting rooms are reserved on a first come, first served basis. Early reservations are recommended. Each request for space will be considered on a case-by-case basis. Approval for one meeting does not guarantee future requests will be approved.
- If applicable, the designated person assigned a key to the room will be required to monitor the training room by allowing participants attending the meeting/training access. This includes access during breaks and lunches if applicable. **HRMD may or may not provide a staff person to monitor the training room.** Upon completion of meeting/training, the key needs to be returned to the designated HRMD staff person.
- All groups, where applicable, will supply their own supplies, pens, pencils, etc.
- The entire building is a no smoking area.
- No food or beverages are allowed in the training rooms.
- The training break room is available to store food and beverages.
- Vending machines are available downstairs in the Counseling & Education Services (CES) facility.
- Tables and chairs are available; however all groups are responsible for ensuring table and chairs are placed back in the order they were found.
- The room should be cleared of debris before leaving.
- All handouts or presentations will be provided by the group. HRMD staff will not make copies of handouts or other material.

I have read and will abide by the Terms of Use and Rules for Training Rooms at the HRMD Training Center Facility.

Signature: _____

Title: _____

Phone: _____

Date: _____