

*Scheduled in classroom book*



**Education Center**

Your home for off-duty education success!

Marine Corps Base Hawaii • Bldg 220 • (808) 496-2158

<https://hawaii.usmc-mccs.org/education>

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 496-2158 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: \_\_\_\_\_

\_\_\_\_\_