

## Facility Usage Guidelines and Agreements:

Specific rooms on campus require usage agreements to be signed and returned to the Reservation Office once an academic year by any group using the space. Once a usage agreement has been submitted for the year, the organization or department is permitted to reserve the space without turning in a new agreement per event. The SUB Reservation Office has all signed usage agreements on file if you would like to check. Without a signed usage agreement on file, an event will be held as “pending.”

- General Classroom Usage Guidelines:\*
  - Candles and open flames are not allowed in Truman facilities.
  - Trash must be removed and the room put back in order following your scheduled event. Please remember to turn off the lights.
  - Vacate the reserved room as soon after your meeting as possible, since another group may be scheduled following your departure.
  - Equipment Access:
    - A/V equipment in classrooms will be unlocked by DPS if you have included that information on your reservation request form. Please be sure to turn off the projector and log off when you are finished with the equipment. Bulbs are VERY expensive to replace!
    - **Use of the technology for VH 1010 or VH 1000 requires certification from ITS.** Training is now on-line; please use this link to take the quiz: <http://itt.truman.edu/reserve-a-specialty-room-get-training-here/>. This should take no more than twenty minutes to complete. If you have any questions, please contact Amy Nunan, Violette Hall 2010, 660-785-4080. **PLEASE NOTE: Your reservation will remain in “pending” status until you have been certified by ITS on the new equipment.**
- Smart Classroom Usage Guidelines:\*
  - The organization advisor will be copied on the reservation.
  - The classroom has a variety of technology that must be used appropriately. Any damage will result in the notification of the VPAA Office and the organization advisor.
  - General Classroom Usage Guidelines also apply. (*See above*)
- Kirk Gym Usage Guidelines:\*
  - A usage agreement must be signed by you and your organization’s advisor prior to the event. **PLEASE NOTE: Your reservation will remain in “pending” status until you have turned in a signed usage agreement.**
  - Use of Kirk Gym is restricted to a daily two hour limit.
  - The primary function of Kirk Gym is for events such as: dance practice, aerobics, calisthenics, etc. All other events should seek alternative facility needs.
  - No hard soled shoes or objects which could damage or mark the gym floor are allowed. No objects should be thrown in the gym, and no tables and chairs can be used. All windows should be closed before exiting the room.
  - Activity is restricted to Kirk Gym facility only. Under no circumstances should activity occur in the seating area above Kirk Gym or on the stage.
- Pershing Small Gym Guidelines:\*
  - **Note: Pershing requests are processed last as the academic schedule will not be finalized until January. You will not receive a confirmation until after this happens.**
  - A usage agreement must be signed by you and your organization’s advisor prior to the event.
  - The Usage agreement should be turned into the Health & Exercise Sciences (HES) Office, PB2104 no later than 24 hours prior to an event. **PLEASE NOTE: Your reservation will remain “pending” until you have turned in a signed usage agreement. A pending status will prevent you from accessing the room.**
  - *Athletics and HES have until noon on the day in question to decide to move their activity into Pershing Small Gym.*