



## Facility Usage Guidelines and Agreements:

Specific rooms on campus require usage agreements to be signed and returned to the Union and Involvement (U&I) Services Offices (unless otherwise stated) *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 Union & Involvement Services 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!
- 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*)