



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*)