



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Other Important Information & Procedures

Number: 3040

Subject: Human Resources Training Room Reservations

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Applies To: All University Employees

Revised:

Sources:

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Procedure

The Training Room will be made available during normal University business hours, Monday through Friday, 8 A.M. to 5 P.M. Use of the facility will be on a first come first serve basis. Should the facility be designated as a training site, the instructor shall contact ODL at 478-1687 or 478-7120 in the Division of Human Resources to make arrangements for the use of the facility. Instructors and/or Presenters should provide the date and time frame in which the room(s) will be used, the purpose for which the rooms are needed and the size of the class anticipated. The person requesting the use of the facility is responsible for adhering to the policy and procedures established for use of the facility and accompanying equipment.

Procedures:

- Instructors/Presenters will sign-in with a member of the training staff prior to beginning their activity.
- Instructors/Presenters will insure that the virus definition software is functioning and that the virus definitions have been updated (Norton AntiVirus- Intelligent Updater) on each workstation within Room 1200 prior to using the equipment.
- Instructors/Presenters will insure that workstation critical updates and service packs have been installed prior to using the equipment.
- Instructors/Presenters will make certain that they turn off the projector.
- Instructors/Presenters will insure that the facility is left in an orderly and clean condition prior to their checkout.