

Training & Education Center Room Reservation Guidelines and Usage Policy Agreement

Responsible Requestor: _____ Phone No.: _____

Email: _____ Department/Company: _____

Name of Class/Event: _____ Date of Event: _____

- All forms are to be submitted to TEC@STATE.CA.GOV . Submitting a form does not guarantee a reservation. The Responsible Requestor should receive an acknowledgement within **three (3)** state business days.
- Cancellation via E-mail to TEC@STATE.CA.GOV from the Responsible Requestor is required a minimum of **ten (10)** state business days prior to the scheduled events. **Failure to cancel within the allocated time will result in billing for the use of the room.**
- **Per Government Code Section 8314:** *“It is unlawful for any elected state or local officer, including any state or local appointee, employee, or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purpose which are not authorized by law.”*
- All personnel should wear a valid CA Department of Technology (CDT) badge or temporary visitor sticker.
- A courtesy technical equipment setup is provided. Where applicable, extended technical equipment setup or requirements beyond this time shall be billed for service according to the requested duration. **Staff hours will be billed at the rate of \$99 per hour with a one (1) hour minimum per event.**
- Free Wi-Fi is available upon request.
- Phone service for conference calls is available and must be requested on the reservation form.
- Training Center Staff will provide table setup and takedown.

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- All training rooms shall be maintained in a neat and orderly manner. Negligent or willful damage to the rooms will be billed to the event Responsible Requestor.
- Food or drinks are allowed in the training rooms but **not in the labs**. The Responsible Requestor will be billed for additional cleaning if required.
- Training room shall be put back to the way it was found upon arrival.
- No balloons are allowed as they can interfere with the fire suppression subsystem.
- CDT shall not be responsible for loss or damage to any personal items or other equipment not provided by our department.
- All classes should start no earlier than 8:15 A.M. and end no later than 4:30 P.M.
- Free parking is available at the Training and Education Center.
- When attending classes at the Training and Education Center, temperatures within the classrooms may vary widely, dressing in layers will accommodate the temperature fluctuations.
- Private entities shall make payment in advance. Acceptable Payments: Checks will be addressed to:

**CA Department of Technology
Accounts Receivable
P.O. Box 1810
Rancho Cordova, CA 95741-1810**

- The Responsible Requestor shall use the Training and Education Center during the term hereof for training or education and for no other purpose. The program conducted within the Training and Education Center will be the function and the total responsibility of the Responsible Requestor. CDT shall have no obligation to provide any program needs, including supplies and equipment.

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- The State of California and CDT are to be free of all liability and claims for damages of any injury to a person or persons, including the Responsible Requestor, or property of any kind and to whomever belonging, including the Responsible Requestor, from cause or causes or in any way connected with the Training and Education Center during the term of this Agreement or any occupancy hereunder except those arising out of the sole negligence of the STATE. The Responsible Requestor agrees to defend, indemnify, and hold harmless CDT from liability, loss, cost, obligation because of, or arising out of any such injury or loss, however occurring. The Responsible Requestor agrees to provide necessary worker's compensation insurance for all its employees present at the Training and Education Center at the Responsible Requestors own cost and expense.
- Responsible Requestor accepts the Training and Education Center in good repair and tenantable condition, unless otherwise specified herein, agrees that on the last day of the term, or the earlier termination of the Agreement, to surrender to the CDT the Training and Education Center, with any appurtenance or improvements therein, in the same condition as when received, reasonable use and wear thereof and damage by acts of nature, excepted.
- The responsible Requestor should not make any changes and/or alterations or post signs without first obtaining consent from CDT in writing.
- Smoking is not allowed in or upon the Training and Education Center.

Signature of Responsible Requestor

Date