

STATEMENT OF UNDERSTANDING

- You may check out the key, the morning of your training. If you would like to set up the classroom prior please discuss with the Employee Development Specialists about checking the key out early. Turn in classroom key upon completion of your training. There is no charge for the classroom usage. Hours of availability: 0800-1630 Monday thru Friday. You may reach the Employee Development Office at 703-784-3468 or 703-784-0299.
- Smoking is NOT permitted within the building. The reserved Smoking area is located adjacent to the DEERS Office. Smoking is not permitted within 50 feet of the building.
- You are responsible for bringing your own coffee supplies. There is a small refrigerator and coffee maker. Please do not use supplies in the refrigerator. There are vending machines available adjacent to the bowling center. Police your own trash. You are responsible for cleaning the area. You are responsible for any damage and cleaning up of spills. Please ensure the training room is left clean and tidy, to include the dry-erase board.
- If there is a need to rearrange the training room to facilitate your needs, please return the room to its original configuration when finished.
- Please do not remove any equipment or resources from the Employee Development Classroom. If you need to use any electronic equipment (laptop, overhead, etc) please state so in your request.

PRINT NAME: _____

SIGNATURE: _____