Facility Usage Guidelines and Agreements:

- 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!!!
    - Use of the new technology for VH 1010 or VH 1000 requires certification from ITS. You will need to contact Amy Nunan in order to receive the Technology Video and the its associated quiz. This should take no more than twenty minutes to complete. PLEASE NOTE: Your reservation will remain in tentative status until you have been certified by ITS on the new equipment.

- Kirk Gym Usage Guidelines:
  - A usage agreement must be signed by you and your organization’s advisor prior to the event. You can find the usage agreement at [http://sub.truman.edu/policies.asp#gymagreements](http://sub.truman.edu/policies.asp#gymagreements).
  - Use of Kirk Gym is restricted to a two hour per day limit.
  - The primary function of Kirk Gym is for events such as: dance practice, aerobics, calisthenics, etc. All other events should seek alternative facility needs.
  - No hard soled shoes or objects which could damage or mark the gym floor are allowed. No objects should be thrown in the gym, and no tables and chairs can be used.
  - Activity is restricted to Kirk Gym facility only. Under no circumstances should activity occur or people be in the seating area above Kirk Gym or on the stage.

- Pershing Small Gym Guidelines:
  - A usage agreement must be signed by you and your organization’s advisor prior to the event. You can find the agreement at [http://hes.truman.edu/pershingreserve.asp](http://hes.truman.edu/pershingreserve.asp).
  - Please use a classroom reservation form when making requests for Pershing building.

Room Access:

Please check the room 15 minutes prior to your event time to see if it is unlocked or in use; if it is locked or if another group is in your space during your reservation time contact DPS by calling 660-785-4176.

Your group is responsible for checking to see if the door locks following your meeting especially at the end of the night and on the weekends. If it does not, please contact DPS and they will send an officer over to lock the room.