



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT # 15228  
APO AP 96271-5228

AMIM-HMH-E

1 July 2022

MEMORANDUM FOR EDUCATION CENTER; CLASSROOMS

SUBJECT: Memorandum of Understanding for Use of Classrooms, Building P-657

**Rules for Use of Classrooms:**

**In order to prevent the spread of COVID19** and ensure a safe classroom environment, all requesters should utilize hand disinfectants in the classroom. We also encourage social distance between attendees and the correct headcount should be present. Please note that each classroom is currently used for less than the specified number and wearing a mask is optional. All classroom are open at 9 am and can be entered 15 minutes prior.

1. The following policy must be adhered to when using a classroom in the Education Center. Anyone violating this policy will be denied use of this facility in the future. Requests must be completed in person by the Instructor or Requester (please initial).
  - a. \_\_\_\_\_ On-post colleges have priority for all classrooms. Classrooms not in use may be reserved for unit training.
  - b. \_\_\_\_\_ No weapons of any kind may be brought into the building.
  - c. \_\_\_\_\_ You must make a reservation at least 2 working days in advance.
  - d. \_\_\_\_\_ You may not arrange to have training materials shipped to the facility to be held for you. There is no storage space available. We will not be held responsible for any personal items left unattended.
2. **IT support/IT equipment:** There is no IT support at the Education Center therefore you must plan ahead. We encourage you to try out the computers prior to the class beginning. **You may not connect your computer to our system. Doing so will immediately terminate your use of the classroom.** Notify the Education Office front desk of any problems with the room.
3. The unit must depart at the scheduled time. The unit POC must check in and check out with the Front Desk. Classrooms used in the afternoon must be cleaned, rearranged to the original classroom layout, and vacated **NLT than 1630. No exceptions!**
4. Delayed reporting due to weather or other circumstances affects the building from opening as normal. Therefore, classroom availability times may be impacted. Please keep this in mind if your classroom reservation is impacted or delayed.
5. You may arrange the classroom to best fit your needs. However, do not move any furniture or other property from one room to another or into the hallway. All furniture must remain in the room.
6. **No HAZMAT or BIOHAZARD** materials in the building. Weapons training is not permitted.

7. TOBACCO POLICY: No Tobacco products of any type will be used in the Education Center. Tobacco, smokeless, or vapor devices is allowed only in the designated smoking area. This includes but is not limited to pipes, cigars, regular cigarettes, smokeless tobacco, and e-cigs.
8. NO FOOD OR DRINKS ALLOWED IN COMPUTER LABS. Failure to follow this rule will result in immediate discontinued use of the computer labs.
9. Light snacks and covered drinks are approved for the non-lab classrooms only.
10. **Prior to leaving the classroom: Erase and wiped down with a wet cloth all dry erase boards. Wipe table tops down. Turn off the projection equipment and computers. Tables and chairs need to be rearranged back to their original layout. If needed, a broom and mop will be provided for any spills. All trash needs to be emptied and taken to the dumpster.** Please contact the front desk with any problems regarding the classroom.
11. Children under 18 years of age must be accompanied by a parent and remain under a parent's supervision at all times. They are not allowed in the classrooms, computer centers, science laboratory, or where students study, use computers, or take examinations.
12. **Do not under any circumstances move, unplug, modify or "rewire" any of the equipment in the classroom.**

NAME OF CLASS/TRAINING: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ GRADE/RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_

DSN NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

NUMBER OF ATTENDEES (PAX): \_\_\_\_\_

DATES/TIME NEEDED (MON-FRI: 0900-1630): \_\_\_\_\_

NAME OF REQUESTOR AND GRADE/RANK: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**The Education Center reserves the right to relocate classes based on class size, physical needs, or military requirements.**

ROOM/BLDG ASSIGNED: \_\_\_\_\_

ROOM SCHEDULED BY: \_\_\_\_\_ DATE: \_\_\_\_\_