

REQUEST FOR CLASSROOM TRAINING SUPPORT				1. Date:				
				Unit:				
FROM DATE:		TO DATE:		UIC:				
				AC	USAR	NG	CIV	OTHER
2. Title of Training								
Type of Classroom Required:	Standard		Computer		DL			
Number of Personnel:								
Classroom(s) Requested:	25 PAX		40 PAX		50 PAX		16 PAX	

Mission Impact Statement:

3. Scheduling of Troop School Classrooms can be done in person or via email. Completed request must be received one month in advance of training. Users are required to adopt and conform to these procedures.

- a. Hours of operation are Monday through Friday 0730-1630.
- b. Request for operations outside regular hours of operation requires overtime scheduling and unit funding for personnel to have Troop School open and available to conduct training.
- c. Any loss or damage other than fair wear and tear to classrooms, equipment and training devices requires a damage statement IAW AR 735-5 and will require reimbursement by DD Form 362, Statement of Charges/Cash Collection Voucher.

4. Signature indicates agreement and understanding with classroom use policy and restrictions in block 3 and block 5

Unit POC	<div style="border: 1px solid black; width: 100%; height: 15px;"></div>	Approving Official	<div style="border: 1px solid black; width: 100%; height: 15px;"></div>
POC Email	<div style="border: 1px solid black; width: 100%; height: 15px;"></div>	Approving Off Email	<div style="border: 1px solid black; width: 100%; height: 15px;"></div>
POC Phone	<div style="border: 1px solid black; width: 100%; height: 15px;"></div>	Approving Off Phone	<div style="border: 1px solid black; width: 100%; height: 15px;"></div>
Signature Unit POC		Signature Approving Official	
<div style="border: 1px solid black; width: 100%; height: 30px;"></div>		<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	

5. USER AGREEMENT of UNDERSTANDING

Unit instructors are responsible for enforcing these rules. Personnel who do not comply will be required to leave. Units sponsoring training by trainers outside their organization must have a unit representative on-site to meet the trainer. Units are responsible to ensure rules are enforced. Units must be present for classroom and equipment inspection at the end of training.

- a. Unit instructors will inventory classroom contents and sign for keys to the classroom and its contents.
- b. Unit instructors are responsible for safe keeping of all equipment, furniture and training aids within the classroom
- c. Unit instructors must immediately report any damage to furniture, equipment and training aids to Troop School Facility Management personnel.
- d. Unit instructors will ensure all tables, chairs, and equipment are put back in place at the end of each day; chairs are pushed in computers are restarted and left on with lids open.
- e. Unit instructors will ensure doors are not propped open and locks are not blocked or left unsecure.
- f. Unit instructors will ensure classroom windows and doors are locked prior to leaving each day.
- g. **No food or drinks of any kind are allowed near computers.** Food and drinks may be placed on tables at the back of the classroom.
- h. **No tobacco will be used in the Troop School.**
- i. Unit instructors will not remove or allow removal of any contents from the classroom without approval from Troop School Facility Management Personnel.
- j. Unit instructors will remove all trash and place it in the dumpster outside the facility. Classroom trash will not be placed in hallway trash cans or trash cans outside entrance doors.
- k. Unit instructors will ensure all recyclables are placed in recyclable containers outside the facility.