

**EDUCATIONAL SERVICES FACILITY
BUILDING USE
SET-UP FORM**

Title of Workshop _____

Please print this form and submit to **Bernice Hills**-ESF, **at least** one week prior to the meeting. If this meeting is cancelled, it is your responsibility to contact Suzie Gilmore in the office of Facilities Management Services Development so that she can make the room(s) available for others. Thank you.

Room #	<input type="text"/>	Date of Request	<input type="text"/>
Requester	<input type="text"/>	Date of Training	<input type="text"/>
Contact	<input type="text"/>	Time of Training	<input type="text"/>
Phone # (ext)	<input type="text"/>	# of Participants	<input type="text"/>

If audio visual needs include LCD projector, laptop with internet connection/AS400/PowerPoint; a copy of this form should be sent to the **Help Desk** one week prior to session for set-up assistance.

Equipment needed:

Room set-up: each setup will include a table in the front of the room and one in the back of the room.

- | | |
|---|---|
| <input type="checkbox"/> Chevron (5-chairs per table) | <input type="checkbox"/> Stadium type seating (chairs only) |
| <input type="checkbox"/> Square | <input type="checkbox"/> U-Shape |
| <input type="checkbox"/> Classroom style | <input type="checkbox"/> Hollow Rectangle |

Training Room Lunch Times are on the Quarter Hour; (11:45, 12:15, 12:45); please try to use these times when you are training. ESF Employees go to lunch on the Half-Hour.

*If your meeting will be held on the weekend, you must submit a request for A/C at least 72 hours in advance at <http://plantops.intranet.brevard.k12.fl.us/maintform/>.

*If your class is scheduled on a **Saturday**, please notify your participants that they need to park in the outer parking area away from the grass. On Saturdays the lawn maintenance crew is working here at the ESF.

*If you are scheduled on the weekends or after 5:30 p.m. during the week and do not have a key to the main entrance, you will need to contact the Security Department to obtain a key.

*Your contact person in Security will be Steve Terry, ext. 293; Sarah Roessler, ext. 290 or Andrea Alford x207.

*Facilities Department is not responsible for checking out the key or returning it to Security.

*Everyone scheduling the rooms must be responsible for their group entering and leaving the building. Doors are to be kept locked at all times.