

## MEMORANDUM

Building 937 (NECE) training facilities are available upon your acceptance of conditions listed below.

**Hours of Operation: 0700 to 1600. Your class or meeting may begin any time after 0700, but all activities will cease and personnel will vacate the building no later than 1600.**

Please be aware that the classroom has 40 chairs. The classroom has an instructor's computer, monitor and whiteboards, and the classroom has 6 glassboards (glass whiteboards) for small group or break-out sessions, but NECE has only one classroom – we do not have a second room for break-out sessions.

Please be aware that if you reserved the laboratory, it has only 20 chairs. It has an instructor's computer and 3 monitors.

Please make all participants aware of items (a) (b) and (c) prior to your convening date and make sure students understand all terms of use as your meeting begins. Remind them of (a) and (b), and have them move their vehicles before your meeting begins, if they have parked in the NECE parking lot.

While conflicts rarely occur, it must be understood that unforeseen, mission-related requirements have priority and will take precedence over other commands' requests to use NECE training spaces. Should a scheduling conflict arise, it may be necessary to cancel or adjust your classroom reservations.

### NECE TRAINING SPACES TERMS OF USE

- a. **Student Entrance:** For security purposes, please instruct students and/or guests to only *enter* the building through main entrance, though they may use the exit door adjacent to the right of the classroom to exit.
- b. **Parking:** All students, instructors, guest speakers, etc. must park next door in the softball field parking lot or across the street in the PSD parking lot. Please do not allow anyone to park in the NECE parking lot.
- c. **Room Cleanliness Requirements:** NECE has no housekeeping staff. Some guests have handled cleaning requirements by bringing along support staff or having instructors clean up afterwards, while others require students to be responsible for clean-up. While NECE has no preference as to how cleaning duties are assigned, the following tasks must be accomplished:
  - Lounge and heads are to be kept neat and tidy at all times
  - Our staff prepares the facilities for class arrival. Facilities are to be left in equally acceptable condition upon final departure of your students. All trash cans in your room should be left empty, and dumped in the main trashcan in the lounge. All glassboards/whiteboards should be erased and markers returned to the front of the class, all computers and monitors turned off. All chairs and tables returned to the original positions.
- d. **Smoking Area:** Confined to Softball field area.
- e. **Phone Use:** The lounge phone may be used by students for outgoing calls.
- f. **Coffee Mess:** \$3.00/week, \$1.00/day, \$0.25/cup.
- g. **Recycling cans:** Please advise students to adhere to our recycling program. Recycling cans are in the lounge.
- i. **Eating, Drinking Policy:** Drinks only are allowed in the classroom. If you have reserved your group to use the laboratory, please enforce the No Eating and Drinking policy in this room.
- j. **WiFi:** NECE has a guest WiFi available. Login is "NECE\_02" and password is: "nece0937"