It is important to us that your use of the training facility is successful and enjoyable. In order to maintain the high quality of the facility, we have developed the guidelines for all users to follow. It is required that you review, sign and submit this form before

PSC Training Room Request Form

we can schedule your use of the training room. Room is available from 8:00 AM to 5:00 PM, Monday through Friday. Date of Request: Ministry/Agency: Name of responsible Official: Phone Number: Cell Number: Email Address: Meeting Date: Meeting Name: START TIME: **END TIME:** Guests Expected: Will Event be catered? NO YES Internet IF YES Name of the Conductor____ NO . Mobile Contact # **Email Address IMPORTANT RESPONSIBILITY STATEMENT:** By signing and submitting this checklist, you agree to take full responsibility for the training room that is booked under your name. It is required that the person who signs this form attends and takes responsibility for the room. Thank you. I understand that I must check in and out with the Administrative Officer II (front desk staff). • I understand that the room must be completely cleaned and restored to its original condition including: wiping down tables, cleaning up any spills, and disposal of all food and waste, including removing trash to the dumpster. • I agree to report any spills or damage that may have occurred to the front desk staff. Major damages are to be immediately report to PSC officials. Any and all associated repair and maintenance costs shall be borne by the organization using the facility when the damage occurred. • I understand and agree that the room is available for use during the time that has been booked, and that I must vacate the room by 5:00 pm at the latest. Any and all events to be conducted beyond 5 pm must be listed, explained and given prior approval by PSC Officials. • I understand that there may be other groups using the room before or after and it is therefore important to adhere to the times • I agree to inform my guests that the facility is a GRMI owned property, therefore the room is completely alcohol and tobacco free (no smoking, chewing betel nuts, Copenhagen or other smokeless products, and consumption of alcohol beverages). • I agree to inform my guests to put all cell phones on silence or vibration modes, and to take all cell phone calls outside the facility so not to interrupt the lecture or bother others during the on-going sessions. • I agree that I shall provide all training materials and needed items (liquid hand wash soaps, hand sanitizers, paper towels, toilets papers, trash bags, and etc) during the period my organization uses the facility. I agree to provide necessary apparatus to conduct my training or workshops that includes but not limited to extension cords, LCD Projector, papers, pens, pencils, etc.

**Please note that the PSC-LOBBY Wifi is for PSC's daily operations and is connected to the local network. It is our policy to protect our network by limiting access to the Internet, and NOT allowing computers & devices that might infect our network*

I understand and agree to abide by the above guidelin	es:	Date:
Approved by:	Date:	

Yoko L. Alberttar Assistant Commissioner PSC