

STONE EDUCATION CENTER FACILITY RESERVATION FORM

NAME: _____

RANK: _____

UNIT: _____

PHONE NUMBER: _____

DATE REQUESTED _____

TIME REQUESTED:
FROM _____ TO _____

NUMBER OF PERSONNEL ATTENDING: _____

REASON FOR USE/PURPOSE:

ESO USE ONLY

DATE REQUEST RECEIVED: _____

DATE APPROVED: _____

DATE DISAPPROVED: _____

ROOM ASSIGNED: _____

REMARKS:

TIME CHECKED IN CLASSROOM: _____

TIME CHECKED OUT OF CLASSROOM: _____

NAME OF APPROVING OFFICIAL

SIGNATURE

DATE SIGNED (YYYYMMDD)

COMMENTS:

**FACILITY TERMS OF USE AGREEMENT
STONE ARMY EDUCATION CENTER
JOINT BASE LEWIS-MCCHORD, WASHINGTON 98433-9500**

The following policy must be adhered to when a classroom or the auditorium on the Stone Education Center. Units violating this policy will be denied use of the facility in the future.

1. On post colleges have priority to use classrooms. Classrooms may be reserved only after the college term schedules are finalized.
2. The unit must arrive and depart at the scheduled time. The unit POC must check in and check out with the Facilities Scheduler (Room B143) upon arrival and departure. Classes start no earlier than 0800. Classrooms used in the afternoon must be vacated NLT 1600 Monday - Friday. Saturday and Sunday TBD.
3. All units/organizations will provide a class roster with full name, rank, last-4 of SSN and training status. Rosters will be turned in the Facility Scheduler's office at the end of each class. Rosters are for statistical data to be entered into Education Management Information System (EDMIS). Once data is enter the rosters will be destroyed per DA and Fort Lewis Regulations.
4. Units requiring use of HAZMAT items for their class (i.e. Chemicals, Medical items such as used IV's, Needles, Gauze) will remove all of same from the building at the end of each days class and will properly dispose of said material per HAZMAT and Safety Regulations.
5. If using Rooms C-105/107 or C-203/207, do not attempt to open or close the sliding doors. Ask the Facilities Scheduler to open or close the doors.
6. No Tobacco products of any type will used in the Education center. Smoking is allowed only in the designated smoking areas, which are the gazebos at each end of the Stone Education Center.
7. No food or drink is allowed in the TARC, auditorium or in any of the computer rooms. "NO MEALS (i.e., hotdogs, hamburgers, fries, pizza , etc.) allowed in any room". Covered drinks and light snacks are OK, in all other areas.
8. Windows must be kept closed to maintain proper balance of the heating, ventilating, and air conditioning equipments.
9. Prior to leaving the classroom, the whiteboards will be erased (cleaned w/EXPO if excessively dirty) and any soiled table tops will be cleaned with ESO provided cleanser, projection screen returned to normal position, tables and chairs straightened, waste paper picked up, and lights turned off.
10. Children under 16 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, TARC, science laboratory, or where students study, use computers, or take examinations.

NAME	RANK	SIGNATURE	DATE SIGNED
_____	_____	_____	_____