



The Santa Barbara County Employees' University Center  
 267 Camino del Remedio, Santa Barbara, CA 93110  
 805-692-1740/fax 805-692-1741

EU Staff Use Only	
CD	
Computer	
DVD	
Easel	
Overhead	
Screen	
TV/VCR	
<b>Trained?</b>	

Name of Organization/Agency:

Address:

Contact Person:

Phone Number:

Event Title:

Purpose of Meeting:

Estimated Attendance:

Target Audience:

Date Required:

Time Required: -  
(include set-up and clean up time)

Room(s):

County Only

Fund:

Dept:

Line Item #:

Program:

### Agreement for Training Room Use

It is a privilege for all of us to have the Employees' University Center. Please treat this facility with care and respect. If you encounter any problems with the room please report them to the Employees' University (EU) office or call 692-1740. Because there is high tech equipment in this facility and to assure that use of this facility is understood, please initial each line after reading it.

If you change the arrangement of the room, i.e., put up tables or move chairs around, you must put them back when you are done (Coastal and Valley Rooms are set up in a "U" shape facing the wall on Camino del Remedio)

If you are reserving the Coastal Room, **do not move the smart podium!** Please also inform the presenter and anyone else to assure that the podium is not moved.

If you have food or beverages, please set them in the kitchenette area to prevent any major spills in the training rooms. Please make sure that you clean up any messes. All tables must be wiped down. If you have any major spills, please report them as soon as possible to Alma or Tina in the EU offices. If you have perishable food or a large amount of refuse, please dispose of it in the outside dumpster.

Buckets containing ice or drinks must be used in the kitchenette area.

Sequins, glitter or confetti are not allowed in or around the building.

Nails, staples thumbtacks or tape with permanent adhesive may not be used to hang anything on the walls. Cork strips are provided in each room for this purpose.

Any supplies must be brought in by you such as copies of handouts, easel pad, markers, refreshments, paper goods, etc.

Any extension cords used in the facility must be taped down to the carpet/floor for safety purposes.

All rentals and equipment belonging to caterers must be dropped off during the contracted event times. No items may be left overnight. Please be advised that the County of Santa Barbara is not responsible for any lost, stolen or damaged items.

If you use the AV equipment, please do not change any of the original settings. Ask for help and/or directions on how to use the system.

Track lights, plants or paintings must not be moved.

If you use the facility after hours (Monday – Friday 8 a.m. – 5 p.m.), please do not venture into other rooms or the EU office area.

No animals are allowed in the EU Center unless there is a medical reason.

Turn off all lights (except outside lights) when you leave and make sure all electrical items are shut-off. Also, please make sure back door is locked.

The person reserving the training room(s) is responsible for any damage to the room. Your department/program or organization will be billed for any damage.

**The person reserving the training room(s) is responsible for canceling the room(s) if they will not be using it. In the event you do not cancel your reservation and you do not use the room, you will still be held responsible for the room during the time you have reserved it.**

**If you cancel your reservation, it is your responsibility to notify all of those who were scheduled to attend that the event is cancelled.**

Please park in the fourth driveway on the left side of Camino del Remedio (in the old Rehabilitation Center parking area) during business hours (Monday – Friday, 8 a.m. to 5 p.m.).

Please obey posted signs regarding smoking.

**EU, CEO, and HR have first priority and can cancel your registration at any time.**

I have read and understand the above agreement for training room use and agree to abide by the rules. Failure to do so will result in loss of future use of the EU Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Your typed legal name above serves as your electronic signature)

**Important note: Training is required for use of the equipment at the EU Center prior to your reservation. Please call 692-1740 to schedule a time.**