



TSC Classroom Standard Operating Procedure (SOP)

Classification of Course: _____

Name of Course: _____

Instructors Name: _____

Hours of Class (Must be between 0700 and 1600):

Date of Class: _____

POC for Coordination:

(Please provide an *X* on preferred room)

Auditorium _____ minimum # of seats needed _____

23 Seat Classroom _____

32 Seat Classroom _____

Stinger Classroom _____

HOURS OF OPERATION: 07:00 -16:00 - All classes MUST be conducted within these hours.

Classrooms in the Training Support Center, Building 3020 may be used at no charge to our customers with the agreement that the **using organization** is responsible for the following:

1. Setting up classroom or Auditorium in the layout desired for the organization's use.
2. Returning the room back to original layout (Auditorium: 6 rows of desks, 11 across, with approximately 2-2.5 feet between each desk, and black chairs lined around the walls (some stacked as necessary). No chairs or desks should be blocking the double doors on the left and right sides of the room, in case of emergency.
3. Sweeping and/or mopping floor after completion and ensuring that desk tops are free of trash.
4. Emptying the trash that was accumulated during your class at the end of each day of use.
5. All necessary supplies. No supplies will be provided by the TSC.
6. Providing their own computer (Wi-Fi is available for government computers **only**).

By signing below, you agree to the terms listed above. If you have any questions, you may contact me directly.

POC: Tamika Craig, (706) 545-3313, tamika.g.craig.civ@army.mil

Phone number: Office / Cell: _____

Signature: _____