

Agreement for Use of FMS Training Facility: Poplars W183

The FMS training facility in Poplars W183 (located in the west hallway off of the main lobby) is equipped with 17 workstations (including the instructor's workstation). The systems are equipped with Office 2003, Internet Explorer, FIS production, and the FIS training environment. The system specifications are as follows: P4 1.5 GHz, 512 MEG RAM, 20 GIG Hard Drives, and OS – Windows XP. The room contains a 12 x 12 foot projection screen, a high quality video projector, and two large white boards. In addition, extra chairs are available for meeting-like programs.

The facility is available for university-related business for a fee of \$50 per hour. Should assistance be required of FMS technical staff, an additional fee of \$50 per hour will be assessed for their services. Charges for use of the facility will be billed by FMS to a university account number provided by the departmental contact person.

Cancellations must be received at least three business days prior to the reservation date; otherwise, the fees initially agreed upon will be assessed.

Questions or concerns regarding reservations or charges assessed for use of the facility should be addressed to Sheena Kindred at 856-4574, or via e-mail at spkindre@indiana.edu.

Contact Person _____	Will you need to install software on the workstations? ___ Yes ___ No
Contact Phone _____	
Contact E-mail _____	Will technical assistance be required of FMS support staff? ___ Yes ___ No
Department _____	
IU Account to be Charged _____	Additional Comments: _____
IU Sub-account to be Charged _____	_____

Reason for use/description of training or meeting _____

Please provide the dates and times you wish to reserve the room, including the dates and times prior to your training session that access will be needed for software installation, training setup, etc.

Date	Begin Time	End Time

The facility should be left in excellent condition for subsequent use. Furniture will be returned to its original position, and trash will be deposited in the receptacle at the rear of the facility. Spills will be cleaned up immediately to prevent stains on the furniture and carpet. The computers and projector will be left on so FMS staff can shut them down properly. Whiteboards should be erased. The computer resolution, screen savers, icon positions, etc. on the computers should not be changed, with the possible exception of the instructor's computer (when necessary for a specific training situation).

I, (signature) _____ agree to the terms and conditions specified above, on behalf of _____ department.

Please mail this form to Sheena Kindred, FMS, Poplars 514, IUB