

Charcot Training Center Usage Form/Agreement

You are requesting to reserve a training room at Charcot Training Center, 2310 N. First Street, Suite 102, San Jose, CA. 95131. (Located at corner of N. First St. and Charcot Ave., Training Center entrance faces Charcot).

So that we can best meet your reservation needs please provide the following information, and return this completed form to marianna.khienkina@ceo.sccgov.org at Learning and Employee Development.

Once we've reviewed your request, we'll follow up within 3 days.

CANCELLATIONS: Please email marianna.khienkina@ceo.sccgov.org or call (408) 993-4837 immediately.

Reservation Request Information

Event title (for signage) _____	
Date(s) _____	Max. # Attendees _____
Start time (incl. setup) _____	Actual Event Start Time: _____
End time (incl. reset) _____	Actual Event End Time: _____
Employee Making Reservation	Employee Responsible at Event
Name (please print) _____	Name (please print) _____
Phone _____	Phone _____
E-Mail _____	E-Mail _____
Dept./Agency _____	Dept./Agency _____

Please note:

- Room reservations can only be booked out on a quarterly basis.
- Bring masks for your guests that are attending your meeting.

Room Details - Breakdown of features within each [room](#).

- All training rooms are equipped with built-in audio, ceiling mounted projectors, HDMI, VGA and DisplayPort connections, whiteboards, and accessories. Apple computer users will need to bring an adapter.
- All training rooms are based on standard classroom style set-up.
- All conference rooms have a standard meeting room set-up with one large table and the ability to project onto a monitor or Microsoft Surface Hub.

Charcot Training Center Usage Agreement Terms

By submitting this form, you are agreeing to the Charcot Training Center Usage Agreement Terms listed below.

Please initial each group of statements below, confirming that you understand and take responsibility for the use of the rooms at the Charcot Training Center.

Technical Equipment

Please Initial here _____

- Close the projector shutter during your lunch hour.
- All equipment/lights must be shut down after your event.
- Loaned equipment must be returned by 5:00 p.m.
- Hub users must review the LED Hub Quick Reference Guide prior to the event. If you are not familiar with the system, please request extra time to become familiar with the system.
- You are required to schedule an additional 30 minutes to become familiar with the Video Recording system and bring your own 8GB-16GB USB drive for the recording to be saved to. The USB should be formatted to FAT32.
- If you are planning for an external company to record video for you, Room 1 has a HDMI input plate to allow connectivity of extra cameras. Please schedule a pre-event to review the room with the production company.

Set-up/Clean-up

Please Initial here _____

- There are no garbage cans in the rooms so all garbage (including extra handouts) needs to be taken to the break room, especially if food and/or drinks are brought into the room.
- If the room is rearranged from the standard setup, you will be responsible for returning the room to its original setup.
- The white boards must be cleaned at the completion of the event.
- Paper towels and cleaner are in each room so you can clean up after your event.

Cancellations

Please Initial here _____

- Email marianna.khienkina@ceo.sccgov.org or call (408) 993-4837 as soon as possible and prior to the event time if the room is no longer needed.

Parking

- Temporary "C" parking permits are available for non-employees or employees without "C" permits.
- Save Gas! Light Rail stops: "Component" (to the N.) & "Karina" (to the S.) each are just a ½-mile walk.

Notes

- The Training Center is available Monday through Friday at 8:00 am to 5:00 pm. **Please do not prop doors open.**
- We do not have a copier available for the training center; make copies prior to your event.
- Prior approval is necessary if you wish to leave multi-day room set ups overnight.
- The Charcot Training Center does not have coffee service.
- Room temperature varies- we recommend to dress in layers.