



CATEGORY: General
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HHS UNIVERSITY (HHSU) STANDARD OPERATING PROCEDURE (SOP)

Requesting Use of HHS University’s Classrooms

- SECTIONS:**
- I. PURPOSE
 - II. BACKGROUND
 - III. REFERENCE
 - IV. REQUIREMENTS
 - V. RESPONSIBILITIES
 - VI. PROCEDURES

I. PURPOSE

This SOP provides guidance on how to reserve an HHS University (HHSU) training classroom at both the Rockville, Maryland and Washington, DC (i.e., Switzer) locations.

II. BACKGROUND

HHSU has a total of six classrooms between its two locations. Any classroom not in use is available for reservation to any Operating/Staff Division (OPDIV/STAFFDIV) component. In these instances, only the training space is made available. The requesting component must provide any applicable materials, software/hardware, equipment and technology (e.g., overhead projector, laptops, etc.) required for the training. The reserving component must also provide any required transportation to the HHSU facility, as well as, ensure training attendees can pay for parking, if applicable.

III. REFERENCE

Ref#	Document Name	Description	Source
1	Training Room Agreement	Details the agreement between requestor and HHSU	Sent by HHSU when room reserved by telephone (see sample below)

IV. REQUIREMENTS

The requesting individual must be an employee of the Department of Health and Human Services.

V. RESPONSIBILITIES

Training Room Rules and Regulations:

1. Training rooms must be used for classes or business meetings only during normal business hours.
2. The requesting individual must be an HHS employee.
3. Priority will be given to HHSU and staff within the Assistant Secretary for Administration, Office of Human Resources.
4. Users are responsible for providing any additional resources and support technology for the training event, which may include, but is not limited to the following:
 - Flip chart paper
 - Markers
 - Training/meeting materials (use of the copy machine will not be permitted)
 - Other supplies (e.g., pens, paper, folders, etc.)
 - Software
 - Technology and equipment (e.g., projector, laptop, etc.)
5. Users should not install any software on HHSU computer equipment without prior authorization from the HHSU Director.
6. Users should not attach any hardware or device to the equipment provided without prior authorization from the HHSU Director.
7. Users should not bring food or beverages into the training rooms.
8. Users should not move any equipment or furniture housed in the training rooms without prior HHSU authorization.
9. All rooms are to be left in the condition in which they were received. It is the responsibility of the requestor to handle the following:
 - Return tables and chairs to original locations/straighten up tables and chairs
 - Clean floor as necessary, clear and wipe down all tables, clean off name tents, throw away trash and recycle any paper/plastic products
 - Erase and clean dry erase board as necessary
 - Dispose of used flip chart paper
 - Remove any leftover materials/handouts
 - Turn off laptop and/or projector if used
 - Raise screen
 - Turn off lights
 - Ensure door is closed
10. Users are responsible for the care and use of the training rooms. Users may be liable to bear the cost of repairing any damage to the facilities and/or equipment caused by negligence or failure to adhere to the proper operating procedures.

Step	Action	Person/ Organization Responsible	Notes
5	Requestor provides the date and time that the facility is needed.	Requestor	
6	Requestor provides the name of the event.	Requestor	
7	Requestor provides the specific services that are required for the event.	Requestor	
8	Training Room Coordinator will immediately reserve the room(s) in the Learning Management System (LMS) depending upon availability.	Training Room Coordinator	The Training Room Coordinator will have full access to view and add appointments in the LMS for any and all classroom reservation requests.
9	Training Room Coordinator will issue HHSU Training Room Agreement form to requestor.	Training Room Coordinator	A written agreement form has been created by HHSU for anyone requesting to reserve training room space.
10	Requestor will obtain all necessary authorizations on Training Room Agreement and return signed agreement to HHSU.	Requestor	
11	Training Room Coordinator will send a confirmation email upon receipt of the signed agreement.	Training Room Coordinator	An email will be sent by HHSU to the requesting point of contact to solidify the agreement to utilize HHSU training room space.
12	Training Room Coordinator will assist in finding an alternate room or meeting date if initial request cannot be accommodated.	Training Room Coordinator	
13	Requestor must make any and all room cancellations at least 5 business days in advance.	Requestor	

Questions regarding this SOP should be directed to the HHS University staff.

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