TITLE: 1610 University Ave Training Room Guidelines

NUMBER: TRA130

EFFECTIVE: 20 MAY 2016

REVIEWED:

PURPOSE: To provide employees of IPS guidance on the use of the training rooms located at 1610 University Ave, Knoxville, TN.

PROCEDURES:

AVAILABILITY

Reservations can be made online by IPS departments using MS Outlook Calendar. Rooms will be identified in MS Outlook as the following: 1610 UA_102 (maximum capacity 34 participants setup in classroom style) 1610UA_118 (maximum capacity 36 participants setup in classroom style) When making a reservation please provide both a contact name and telephone number. In the subject line of your reservation, please put the title of the training or activity to occur for others to better understand the purpose of the event.

PARKING

Customers can receive parking passes through our Learning Management System, Solution Point, during the registration process for a training course. All parking passes should be visibly viewable on the dashboards of customers’ vehicles. If a customer, for whatever reason, is unable to produce a parking pass in advance, they will need to request such a pass upon entering the building at the front desk in the lobby. There is no cost for parking passes, but customers will need to use them while parking on the premises.

FOOD & BEVERAGES

Departments may provide food and beverage services at their events. It will be the responsibility of the sponsoring department to provide such services and to oversee the arrival and departure of catering companies and their personnel. (See attached list of potential vendors that are currently listed as vendors for the UT System.) Food may be served in the training classrooms or the lobby area. Two Keurig machines are available for use at events, but individual k-cups will need to be supplied by the specific training sponsor of the event. We ask that sponsoring departments be respectful of those working in offices adjoining to such areas and monitor traffic and noise levels during such events.

LODGING

Attached is a list of local hotels which provide lodging for guests needing overnight stays while staying in the vicinity of 1610 University Avenue.

FACILITIES AND CUSTOMER INFORMATION

As a courtesy to our customers, please always provide participants information regarding the location of emergency exits, restrooms, etc. before or at the beginning of each training event.
TABLES & CHAIRS

Both training rooms 102 and 118 are designed to comfortably seat approximately 34 and 36 participants (respectively) in a classroom style setting. Sponsoring agencies may redesign the training room layout to meet their specific training needs. After the event, however, it’s the sponsoring department’s responsibility to set the classroom back up as it was originally configured. Floor plans of the layout of tables and chairs are posted on training room doors and at each podium. Excess chairs and tables can be moved to the storage closet in Room 102.

CLEAN-UP

Sponsoring departments must also ensure that all items are cleaned and waste is removed after their respective training events. (Garbage dumpster is in the rear of the building. All disposable items must be removed from the premises at the conclusion of the training event by the sponsoring department.) Cleaning supplies must be provided by the sponsoring department.

AUDIO VISUAL EQUIPMENT

Training rooms are equipped with state-of-the-art audio/visual equipment. It is recommended that all individuals who plan to use the equipment during a training event make plans to familiarize themselves on proper usage prior to the day of the training event. Both Training Room 102 and 118 have a 70” Panasonic LED TV and Epson 4855WU Projector. Both rooms also have Blu-ray players, campus cable TV and offer an Intel NUC computer that is connected to the network. The computer in both rooms are Intel Core i7-5557U, 16GB RAM and are connected to the network with a wire. Both rooms also include laser presentation clickers. The computer in Training Room 118, however, can connect to and take advantage of Zoom and Skype for business conferencing services. Training Room 102 is only able to provide Zoom or the EdNet service through the UT ITES for video conferencing.

INTERNET

All training rooms offer Wi-Fi and internet connectivity. UT employees will simply log on using their netids and passwords to get access to these areas. Non-UT guests will sign on to wireless as guests. Those non-UT instructors wishing to use the training room computer, will need to access the login and password information affixed to the inside of each classroom podium.

FIRST TIME USAGE

It is always highly recommended that before a training event to ensure that the instructors and those using the equipment and training space familiarize themselves with the facility prior to an event. Doing so ensures that instructors are aware of how to properly use the audio/visual equipment. Please note that sponsoring departments are responsible for their own tech support.

OUTSIDE GROUPS

Outside groups may use the training rooms provided that the group is sponsored by an IPS department. Under these circumstances, the sponsoring department should make the reservation.

GENERAL RULES
• Firearms are prohibited on the premises unless authorized by university policy. • Alcoholic beverages are prohibited on the premises. • Smoking is not permitted in the building or at the front entrance of the building. • Care is to be taken to protect the training tables from scratches and chairs from being damaged or stained. • Please remember during training events to be mindful and courteous of others working in the building. • Nothing is to be permanently affixed or taped to the windows, walls, or doors. • Be cautious of utilizing certain adhesives or tapes on the walls to avoid damage to the painted walls.

RESOURCES:

CONTACT:

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