

# Procedures for Reserving the Chevron Technology Center

The Chevron Technology Center (CTC) is available for meetings, seminars, distance learning, board room meetings, and workshops. In order to reserve this room it is important to check to see if the center is available on the day and time you are wishing to reserve it. Below are the steps to follow in order to check for availability.

1. Email Jane Helms and cc Donna Wallace to check for availability. Complete reservation form below with the required information and attach it to your initial email.  
[helmsjane@van.sprnet.org](mailto:helmsjane@van.sprnet.org)  
[wallaced@van.sprnet.org](mailto:wallaced@van.sprnet.org)
2. Multiple Days: Separate forms are needed for each day of a workshop even if it is for the same workshop or meeting.
3. Availability of the CTC will then be checked and an email sent back to you confirming or denying use.
4. Once availability is confirmed, an email will be sent from the administration office to Randy Stancill, Technology Director, and a cc sent to Tonya Whitus for him to contact Region VII should the meeting require use of Distance Learning or use of other technology such as laptops and/or internet access. An email will also be sent to Mary Williams, Housekeeping Supervisor, and to Rob Kizer, maintenance, in order to have the room cleaned and heating/cooling turned on. An email will also be sent to Keith Murphy, the high school campus principal.  
[stancillr@van.sprnet.org](mailto:stancillr@van.sprnet.org)  
[whitust@van.sprnet.org](mailto:whitust@van.sprnet.org)  
[williamsm@van.sprnet.org](mailto:williamsm@van.sprnet.org)  
[kizerr@van.sprnet.org](mailto:kizerr@van.sprnet.org)  
[murphyk@van.sprnet.org](mailto:murphyk@van.sprnet.org)
5. Randy Stancill will email Jane Helms and cc Donna Wallace once he has contacted Region VII and set up Distance Learning.
6. Keys may be obtained from Keith Murphy, the high school campus principal, or from the administration office by contacting Jane Helms. A key will be needed to get into the room and a separate key in order to have access to the kitchen area.
7. Food, drinks, plates, napkins, cups, etc. are not provided. Anyone hosting a meeting or workshop will need to submit a purchase order for any supplies.

- 8. Meeting room furniture may be arranged to fit the needs of the user but must be returned to the standard arrangement prior to departure.**
- 9. Clean up of food and/or supplies is the responsibility of the person(s) requesting the CTC.**
- 10. It is the responsibility of the person requesting the room to secure both the kitchen area and well as the CTC before leaving. This person is also responsible for returning all keys no later than the following morning in order for the next group to use the CTC.**
- 11. Cancellations should be immediately emailed and/or telephoned in to Jane Helms and a cc sent to Donna Wallace, Randy Stancill, and Tonya Whitus in the event a meeting or workshop is cancelled.**

- ❖ Please Save One Copy of This Form for Your Records
- ❖ Email One Copy to [helmsjane@van.sprnet.org](mailto:helmsjane@van.sprnet.org)

# Chevron Technology Center Room Reservation Form

Person Requesting Use of CTC: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date CTC Reservation Needed: \_\_\_\_\_

Beginning Time of Reservation: \_\_\_\_\_

Ending Time of Reservation: \_\_\_\_\_

Name of Session: \_\_\_\_\_

Video Conference Session # (if Distance Learning is being used through Region VII) \_\_\_\_\_

**Check Supplies Needed:**

**\*It is suggested you check out the room at least one week prior to use.**

**Projector**

**Laptops (Please indicate number of laptops needed)** \_\_\_\_\_

**Extra Chairs (Please indicate number of chairs needed)** \_\_\_\_\_

**Extra Tables (Please indicate number of tables)** \_\_\_\_\_

**Internet Access**

**Other** \_\_\_\_\_