

LOUISIANA COMPUTER TRAINING CENTER RESERVATION REQUEST
AT LOUISIANA TECHNOLOGY PARK
POLICIES & PROCEDURES

Before your reservation to use the Computer Training Center at Louisiana Technology Park can be confirmed, you must review and acknowledge your acceptance of the following policies and procedures rules governing the center's usage. Please print this form, sign and mail or fax it to: Louisiana Technology Park, 7117 Florida Blvd., Baton Rouge, LA 70806. Attn: Jessica Roberts. Phone: 225-218-1100. Fax: 225-218-0101 or Jessica@latechpark.com

The Louisiana Computer Training Center located at the Louisiana Technology Park may be used by state and local government agencies, business, community organizations, and local education institutions. Use of the center is on a first-come/first served basis, with priority given to Louisiana State agencies and training for State employees. There is no charge for use by state and local government agencies or non-profit organizations, including education institutions. Commercial users will be charged on a per-day basis. Payment must be received prior to use. All users must provide their own instructors. No food or drink is allowed in the training center. Guests may use the Park's break room and vending machines. Louisiana Technology Park is a **NON-SMOKING FACILITY** both inside and on the premises. The center is available Monday-Friday, 8:00 a.m.-5:00 p.m. State and federal holidays are observed.

RESOURCES

The Training Center is designed to service up to 30 trainees at a time with a trainer. It is equipped with 30 Dell computers loaded with the following Microsoft software: Windows XP, Explorer, OfficeXP, Outlook, Access, Excel, Powerpoint and Word. The computers are connected to a 100 Mbps Ethernet network, have broadband Internet access, and are connected to Network Technology Group's Tier 1 Data Center via a 1 gigabit fiber connection. Printing is provided through Lexmark individual and workgroup printers. A PowerPoint projector is also available. The projector must be requested and reserved in advance. See below.

FEES TO USE THE FACILITY

State agencies, nonprofit organizations, and education institutions may use the facility free of charge. Commercial users may use the facility for \$700 per day. To load custom software, all users are subject to a \$200 minimum installation charge for two hours with each additional hour billed at \$125 / hour. Custom software must be received at LTP a minimum of 3 business days prior to the training event to be loaded. If custom software is not received within that time, the event will be canceled.

CLEANUP/CANCELATION

Users are responsible for leaving the training center in a clean condition. Failure to do so will result in LTP hiring a cleaning service and billing the user. LTP reserves the right to refuse use to groups that fail to adhere to these policies. All cancellations must be received 24 hours in advance, continuous cancellations could result in the organization losing the privilege to use the room.

HOW TO SCHEDULE USE OF THE FACILITY

Contact Jessica Roberts at the Louisiana Technology Park for further information. This reservation form must be completed before training can be scheduled. An electronic calendar is maintained on LTP's website at www.LaTechPark.com. Click on **Computer Training Center**.

I acknowledge and accept the policies set forth in this document.

Signature: _____ Date (s) Requested: _____

Start Time _____ End Time _____

Company is: Nonprofit; State Agency; For profit; Educational;

Company or Agency name: _____

Number of people to be trained (estimate if not certain): _____

Address: _____

City State Zip: _____ Telephone: (____) _____

Reserved by: (Please Print) _____ Date: ___/___/200__

We have special needs: Projector, Other-Please explain: _____

