

FESTIVAL TRAINING CENTER
Office of Organizational Development ■ Center for Skillful Teaching
283 Muddy Branch Road, Gaithersburg, Maryland 20878

Policies

PLEASE READ THESE CAREFULLY BEFORE USING THE FESTIVAL FACILITY.

GENERAL

Presenters shall inform participants of Festival policies:

- Presenter(s) are responsible for setting up the tables and chairs in the classrooms for their meeting and/or training and then returning them to their original configuration when the event is complete. Festival does not have the staff to provide this service. Please allow enough time when scheduling the classroom(s) to accommodate this task.
- Please respect staff members' private offices, consequently, do not enter or use a staff member's office.
- Limit computer and telephone use to the public areas.
- Complete clerical preparations prior to use. Clerical or copying support is unavailable at the Festival facility.
- Please bring any handouts, chart paper, markers, etc., that are needed for your training/or meeting. Festival is not equipped to provide office supplies.
- The person booking the event or their designated representative agrees to commence the function at the scheduled time and will ensure that guests vacate the designated function area at the closing hour indicated in the booking.

USE OF FESTIVAL AND TIMES

- The Festival is available for booking
 - Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.
 - In exceptional cases, these hours may be extended at the director's discretion.
- Participants, visitors etc., arriving early cannot be guaranteed immediate access to Festival or training space(s).
- You are responsible for any customized set up or room arrangement.
- You agree to commence the function at the scheduled time and ensure that guests vacate the designated function area at the closing hour indicated in the booking.
- Presenters should receive training to familiarize themselves with the use of the presentation equipment and security system (if required) prior to the requested training date. Keep this in mind when booking the facility to ensure you allow plenty of time to arrange for training before your class. Festival staff may not be available to operate equipment on the day of your class.

CLOSING PROCEDURES

At the end of each function:

- Leave the room in the same condition as found:
 - Return furniture to its original position as indicated in the graphic posted in the room
 - Clean tables if necessary using water paper towels
 - Clean and return coffee pot to the kitchen, if used.

- Erase whiteboard, if used. Cleaning the whiteboard is not necessary.
- Properly dispose of trash, loose paper, instructional materials etc.
- Properly place recyclable materials in appropriate containers.
- Before leaving, please turn off lights.
- Check that kitchen electrical items are unplugged.
- If necessary, call security to let them know that you are leaving, and set the alarm. Be sure to test the outside door to ensure that the lock catches and is secure.

CARE OF FESTIVAL AND DAMAGES TO PREMISES/EQUIPMENT

- In the event that the room is found not to have been returned to its original condition, future bookings could be denied.
- You are responsible for any damage or unsatisfactory state of the room at the end of the meeting/training and shall be penalized for any cost or additional labor incurred by OOD/Festival.
- Dispose of the food, containers, plates, etc., properly if food or drinks are consumed. Please eat in classroom(s) only.
- Report breakages and spillages before you and/or your group leave the premises.
- If you have lost or had forgotten a personal item, please check with the one who scheduled your event.

STORAGE OF GOODS

- No overnight storage space is available at Festival.
- For special exceptions, arrangements must be approved by the scheduler/director 24–48 hours in advance.

SIGNAGE

- No signage shall be placed in or on the public or common areas of Festival without the prior approval of the scheduler or director.
- It is fine to hang 3M Post-it paper on the walls, windows, and white boards. Do not use masking tape on any surface. Do not hang materials with adhesives of any type on the Promethean board, whiteboards, or screens.

CANCELLATIONS & RESCHEDULING

- Bookings will be subject to changes and/or cancellations at the discretion of the room schedulers.
- If because of unforeseen or unavoidable circumstances, the room or space reserved for the function becomes unavailable, OOD reserves the right to attempt to substitute a similar or comparable area.
- There is no penalty if you cancel a reservation.
- Cancellations may be made as related to school closings, snow policy etc.

SECURITY

- Do not prop open the outside doors.
- OOD/Festival accepts no responsibility for any loss or damage to any person, equipment or merchandise left on the premises prior to, during, or after the function.