

**Department of Media Communications
Longwith Radio, Television and Film Building (LRTF)**

**Rules and Regulations for the Use of
LRTF ROOM 101 – Lecture/Presentation (Version 2016)**

User Responsibilities

- It is the responsibility of the User to maintain adequate controls over all students present so that rules for safe use of the Lecture/Presentation room are followed.
- It is the responsibility of the User to insure that only students who are members of the class/event be allowed in the room at the time of its use (excluding RTVF faculty or staff members).
- **Absolutely no food or drink is allowed in the room.** It is the responsibility of the User to enforce the policy of No Food or Drink in the room during the event. If this rule is violated, it will be the responsibility of the User to see that the room is properly cleaned.
- At the beginning of all events taking place in LRTF Room 101, Users should announce the policy that no food or drink is allowed in the room.
- At the beginning of all events, Users should announce that **the room is monitored through audio/video surveillance equipment.**
- **Absolutely no food or drink is allowed anywhere in the Longwith Radio, Television and Film building, except the Student Lounge.**
- **Do not rewire, unplug or move any equipment, furniture or other technology.**
- The use of the Lecture/Presentation Room DOES NOT include the use of the Student Lounge Area.

Room Reservation

- You must email Judy Kabo, Academic Unit Assistant in the Media Communications Department, the form below. My email is jkabo@alamo.edu. I will then check availability and send you a reply.
- **If the scheduled class/event is to be cancelled or moved, please call our office at 486-1361, or email Judy Kabo at jkabo@alamo.edu so we can make the necessary changes to our calendar and bookkeeping process.**

Gaining Access to Room

- Our regular building hours are Monday through Thursday from 8:00 a.m. until 8:00 p.m. Fridays we close at 5:00 p.m. However, due to limited staffing, these hours can vary.
- **After hours access:** The College requires you to submit a memo to campus police to have them lock and unlock the building and the room.

Clean up

- The User is responsible for removing any items, materials, equipment, etc. which are brought into the room.
- If an item is left behind inadvertently, you may check with us to see if it was turned in. Unclaimed items will most likely be discarded.

RTB Department Equipment

- The Department of Media Communications has the following equipment available for Users (Provided the User has been trained on the proper use of the equipment. Refer to the next heading “Equipment Training”):
 - Projection Screen
 - LCD Digital Projector
 - PC Computer Workstation
 - Microsoft Office Software (maintained by the Technology Center)

Equipment Training

- If an end user needs training or for all types of services they are required to file a Footprints work order. The link is <https://footprints.alamo.edu>
- Log in using your workstation USER ID and Password. Then select the department for which you want to submit a ticket.
- - Multi-media Projection equipment – please be sure you let the staff know that you are asking for training on the equipment located in LRTF 101
 - Multi-media training class
- The Media Communications Department does not provide support or training on the use of any equipment required by User.

Seating Capacity

- There are 63 seats available in the room with tablet-arm chairs.

Removal of Items

- We cannot store any items for you and you should not leave anything behind in the room. Someone else may reserve the room after you and we are not responsible for moving or relocating any items you've left behind.

Please list equipment you will be using:

Event Name	Date of Event	Time of Event
		Number of Attendees

Print name of User	Signature of User
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Department	Phone	Date
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