

**Brian Sandoval**  
*Governor*



**Patrick Cates**  
*Director*

**Jenni Cartwright**  
*Administrator*

**Department of Administration**  
***Administrative Services Division***  
209 E. Musser St. Rm 304 | Carson City, NV 89701  
Phone: (775) 684-0273 | Fax (775) 684-5846

**DOA Training Room Reservation Form**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency#: \_\_\_\_\_

Training Name: \_\_\_\_\_

Instructor (if different than above): \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Note:** Please include set-up and clean up times. \_\_\_\_\_ # of Expected Attendees

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

Person Responsible for Keys: \_\_\_\_\_

Phone: \_\_\_\_\_

Person Responsible for Testing: \_\_\_\_\_

Phone: \_\_\_\_\_

**Note:** Person responsible for testing must be local and be able to log into the website and/or program.

## Software Information:

Software Name: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Version: \_\_\_\_\_

Name or title you would like displayed for your requested software application?

\_\_\_\_\_

*Does your agency maintain sufficient licenses to utilize this software?* \_\_\_\_\_

**Note:** Valid licensing constitutes adequate quantities to include server, instructor and total number of students attending your individual training.

*Will this be a recurring training? If so, how often?* \_\_\_\_\_

## Web Site Information (if using web-based software):

Web Addresses: \_\_\_\_\_

Name or title you would like displayed for your requested web site?

\_\_\_\_\_

*Does your web-based training re-direct to any additional web sites? If so, where?*

\_\_\_\_\_

*Will this be a recurring training? If so, how often?* \_\_\_\_\_

## Please initial each item:

\_\_\_\_\_ Software programs and/or web sites which need to be added to the server and the instructor's workstation must be made readily available and/or updated at the time the room request submission.

\_\_\_\_\_ If the user needs to have programs installed that are not web-based it will need to be treated as a special request to EITS, so you must plan for installation time. We recommend that once your request to use the training room is approved you submit a help desk ticket to obtain an estimated date of installation for your software in the training room. The DOA Training Office does not coordinate this process.

\_\_\_\_\_ In the event that EITS needs to add programs and/or web sites to the server, the instructor of the class will need to be available at least 2 weeks prior to the training date to "test" their program or connectivity to their program or web site to assure that it is working properly.

\_\_\_\_\_ At no point in time should the instructor nor any others download any programs or presentations directly onto the instructor computer or any student stations. A thumb drive or other external storage item must be used to access your program or presentation materials from the instructor's PC.

### **Training Room Use Agreement:**

This agreement is for use of the Department of Administration training room located at the Nevada State Library and Archives at 100 N. Stewart St., Suite 230, Carson City, NV 89701.

- The training room is available on State working days between 7:30 a.m. and 5:00 p.m., Monday through Friday.
- The user understands the training room is reserved on a first come/first served basis only.
- The training room is available to State agencies only. No fee is involved with their use.
- All requests will be processed as time and workloads allow. You will receive a confirming email of your reservation once it is completed.
- There is a phone in the training room for emergencies. The phone number is (775) 684-0243.
- If the instructor or attendees experience any IT related issues, the instructor may contact the EITS help desk at (775) 684-4333, however there are no assurances that they will be able to take care of the problem in order to continue their class.
- The user should only be in the room during the pre-arranged scheduled times.
- If you cancel your training, please cancel the room reservation in writing via e-mail with the Department of Administration Training office immediately so that the training room is available for use by others.
- The user must make arrangements to check out a key approximately one week prior to their training date by contacting the DOA Training office directly. The Training office is located at the State Library & Archives at 100 N. Stewart St., Suite 231, Carson City. There will be a \$5.00 fee for each lost key. If someone other than the person reserving the room is picking up the key, please provide that individual with the check-out guidelines.
- If the person requesting the room and the instructor are not the same person, it is the agency's responsibility to coordinate access to the room with that instructor.
- The user must return the key directly to the DOA Training office.
- Users must assure that the training room is kept secure at all times. If the user is scheduled through the day and leaves the room during the lunch hour, they must lock the doors if they will be absent from the room in order to maintain the security of the room.
- Bottled water or drinks with lids are permitted, however food is not allowed in the training room.
- The Training office does not supply any assistance with room set-up or clean-up, nor are they responsible for providing any supplies.
- The user should also assure that attendees are accessing programs for their individual training class only.

- The user must assure that the training room is left in a clean and orderly manner; returning furniture to its original location; chairs are pushed under the desks or returned to their original location; all trash has been placed in the provided receptacles; whiteboards have been cleaned, etc.
- The user will be responsible for notifying the Training office of any damaged or mal-functioning equipment. If any of the computer stations are not working properly, please submit a help desk ticket to EITS and notify DOA Training regarding the individual station having the problem.
- For additional questions regarding the training room, contact the Training office at (775) 684-4119 or [DoATraining@admin.nv.gov](mailto:DoATraining@admin.nv.gov)

\_\_\_\_\_ I verify that I have read and fully understand the above and that by submitting this request, I am accepting all responsibilities as outlined. I also understand that I must make arrangements to check out a key approximately one week prior to our training by contacting the training office directly.

Please submit your completed **Training Room Request Form** via e-mail to the training office at: [DoATraining@@admin.nv.gov](mailto:DoATraining@@admin.nv.gov)

**DOA Training Office Use Only:**

| Date room reserved on calendar | Date e-mail confirming email sent | Date program or web site info sent to EITS | Date EITS notified program or web site installed | Date program or web sites tested w/agency | Date key checked out | Date key returned | Date evaluation received |
|--------------------------------|-----------------------------------|--|--|---|----------------------|-------------------|--------------------------|
|                                |                                   |  |  |   |                      |                   |                          |