

**RENTER INFORMATION**

Contact Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Charge Rental to IU Account #: \_\_\_\_\_ Sub-Account: \_\_\_\_\_

**RENTAL DETAILS**

Subject or brief description of meeting(s)/training(s): \_\_\_\_\_

List dates and time blocks for which the facility is to be reserved. Please note: reservations for the months July – December 2012 may not be made more than one month in advance.

| Date<br><i>mm/dd/yy</i> | Begin Time<br><i>When you need access.</i> | End Time<br><i>When you will exit.</i> | Base Charge per Session<br><i>\$50 per hour</i> |
|-------------------------|--|--|---|
|                         |  |  | <i>hrs x \$50 = \$</i>                          |
|                         |  |  | <i>hrs x \$50 = \$</i>                          |
|                         |  |  | <i>hrs x \$50 = \$</i>                          |
|                         |  |  | <i>hrs x \$50 = \$</i>                          |
|                         |  |  | <i>hrs x \$50 = \$</i>                          |
|                         |  |  | <i>hrs x \$50 = \$</i>                          |

*Technical Requirements*

Will you need to install software on the workstations?  YES  NO  
 Will you request assistance from the FMS technical support staff\*?  YES  NO

**ABOUT POPLARS W183**

| Room Assets                |                          |                        |                       |
|----------------------------|--------------------------|------------------------|-----------------------|
| • 1 instructor workstation | • High-quality projector | • Polycom SoundStation | • 2 large whiteboards |
| • 16 trainee workstations  | • 12x12 projector screen | • LaserJet printer     | • 17 extra chairs     |
| Systems Specifications     |                          | Programs Installed     |                       |
| • Dual Core 3.0 GHz        | • 250GB Hard drives      | • MS Office 2010       | • Mozilla Firefox     |
| • 3GB RAM                  | • Windows 7 Enterprise   | • Internet Explorer    | • FIS Train           |

**TERMS AND CONDITIONS**

Poplars W183 is available for University-related business for a fee of \$50 per hour. \*FMS technical support may be requested for an additional fee of \$50 per hour (subject to availability). Early entry to and/or late exit from the training facility will result in additional fee assessment at the rate of \$50 per hour. Cancellations and schedule changes must be made at least two full business days in advance to avoid charges being assessed. **All arrangements must be approved by the Training Facility Coordinator or, in her absence, the FMS Director of Customer Service and Payroll.**

**The facility should be left in excellent condition for subsequent use.** You agree to the following conditions: Furniture will be returned to its original position, and trash will be deposited in the receptacle at the rear of the facility. Spills will be cleaned up immediately to prevent stains on the furniture and carpet. The computers and projector will be left on so FMS staff can shut them down properly. Whiteboards will be erased. The computer resolution, screen savers, icon positions, etc. on the computers will not be changed, with the possible exception of the instructor’s computer (when necessary). All machines will be logged off (not shut down).

**FMS Customer Service should be notified at 855-0375 upon exiting Poplars W183 at the end of your reserved time block so that the facility may be immediately secured.**

I accept these terms and conditions. SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_