



Idaho Peace Officer Standards and Training Classroom User Agreement

Organization Name:	Organizer Name (person requesting reservation):
Address:	Organizer Phone Number:
City, State, Zip:	Organizer E-mail:
Event:	Facilitator Name (responsible person on-site during event):
Days of Use:	Facilitator E-Mail:
Hours of Use:	Facilitator Phone Number:

By affixing their signatures below, the requesting organization and Idaho Peace Officer Standards and Training (POST) agree to the following terms and conditions for use of the requested classroom(s):

1. The person identified above as "Facilitator" will be on site during the scheduled event and will assume responsibility for ensuring POST facility rules of use are followed and serve as point of contact for the duration of the event.
2. This form must be returned within 5 business days of receipt. Facility reservations will be finalized after POST receives this form with required signatures affixed. Your reservation is not confirmed until you receive written notice of confirmation from the POST Facilities Coordinator.
3. If fees for this reservation are applicable an invoice will be sent to the organizer and must be paid in full within 30 days after conclusion of the event.
4. If keys are provided, they must be returned to POST staff prior to the close of business on the final day of the event. Failure to return keys will result in additional fees of \$150.00 for each key.
5. The organizer and facilitator have both read and understand POST facility use rules as set forth in POST Policy 12.30, sections F and H, attached.
6. Users of POST equipment and facilities understand that they do so at their own risk and that any damage or injury is the sole liability of the user. Users will hold harmless the State of Idaho, its agents or employees, jointly or severally, from any and all civil or criminal claims which might arise from the use of said equipment.
7. I am authorized to sign this agreement and accept terms of this agreement on behalf of the agency listed above.

Organizer Signature

Date

POST Representative Signature

Date

Facilitator Signature

Date



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General rules and classroom rules of use from POST Policy 12.30, Facilities and Equipment:

Classroom Rules

1. POST provides tables and chairs in “flat” style classrooms that can be arranged as needed. Facilitators or organizers are responsible for classroom set up.
2. Tables in “theater” style classrooms cannot be moved.
3. Chairs or tables may not be removed from any classrooms unless prior authorization is given by POST.
4. Audio visual equipment is provided in each classroom. Facilitators should arrive early enough to familiarize themselves with systems as POST staff may not be immediately available to assist. If facilitators require assistance in set up and operation of audio visual systems, they must schedule an appointment in advance of their event with the POST IT staff.
5. POST will not make photocopies or provide supplies such as pens/pencils, or notepaper. Facilitators are responsible for bringing all necessary supplies.
6. Prior approval is required for food inside the classrooms. Drinks are allowed if they are in a container with a secure lid.
7. Upon completion of an event the facilitator must ensure that trash is properly disposed of, all white boards are erased, projector and computer systems are powered off, all personal articles are removed, and lights are turned off.
8. Users must leave the classroom in the same condition as it was found.

General Rules

1. POST reserves the right to cancel or amend any reservation at any time should special circumstances arise.
2. Use of POST facilities by external entities is limited to law enforcement agencies or POST approved college programs. This rule may be waived for specific events by the POST Deputy Division Administrator.
3. Smoking and tobacco use are strictly prohibited on campus, including outdoor spaces and all POST facilities, except in the specifically designated smoking areas. This includes chewing tobacco, electronic or vapor cigarettes, etc., even if containing no tobacco.
4. Alcoholic beverages may not be consumed or possessed on campus. This rule is waived for DUI training labs, or other training events as approved by the POST Deputy Division Administrator.
5. Users must not engage in any behavior that results in a disruption of the learning or training environment.
6. The State of Idaho, Idaho State Police and Idaho POST cannot be held liable for any loss of or damage to personal property as a result of fire, theft, loss, or other causes.
7. Firearms
 - a. Firearms may be carried in a lawful manner on campus by certified law enforcement professionals. Firearms must not be left unattended at any time, including in the dormitory.
 - b. Duty weapons outfitted with appropriate barrel plugs may be carried on campus by students. Carrying ammunition is prohibited. Ammunition must be stored in a secure manner in the student’s vehicle while on campus.
 - c. Students are allowed to store non-duty weapons in a secure manner in their vehicles while at POST. Students are prohibited from carrying any weapons other than their agency approved duty weapon while on campus.
8. Animals are not allowed in POST facilities without prior approval from the POST Deputy Division Administrator. This rule is waived for law enforcement K-9s.
9. Any extra cleaning required beyond what is normally expected after an event may be charged to the organizer. Any damage to POST or ISP facilities or equipment caused by misuse may be charged to the person(s) responsible or their agency. Users must report any damages to POST personnel immediately.
10. No user may allow unauthorized persons access to the campus.
11. POST facilities and staff are available during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m., excluding observed holidays. Any facility use (other than dormitory rooms or the driving track) outside of these hours requires approval from the POST Deputy Division Administrator and may be subject to additional user fees.
12. Users may not state or imply POST’s endorsement or sponsorship of their activities without POST’s consent.
13. Filming or photography of activities or facilities on campus for external use purposes requires prior approval from the POST Administrator or his designee. This does not apply to POST staff.
14. Open flames or other fire hazards, including non-approved electrical items are not allowed in facilities or the dormitory.
15. Event facilitators are responsible for ensuring participants are familiar with posted fire evacuation plans.
16. Acquisition, configuration, and use of audiovisual equipment other than what is permanently installed in any POST facility will be the responsibility of the organizer. Users may not alter, reconfigure, or in any way make permanent changes to audio visual equipment provided by POST.
17. Any single event that will bring more than 50 participants to campus must be approved in advance by the POST Deputy Division Administrator.
18. POST may impose additional or special restrictions on facility/equipment use as needed.