



Media and Instructional Technology Dept.
Scott Clark, Director
Training Room Reservation Request

By submitting this form, I agree to comply with room use guidelines below*

Name: _____ Extension: _____

Date Submitted: _____ Date of Event: _____

SDOC School/Department: _____

Event Name: _____

Room Requested (Food/drinks are permitted ONLY in Roz Room):

Duration (Include time for set-up, event and clean-up): _____

*Specify needs on this form in the space below. Plan in advance and be respectful of District property. Consider the following:

1. Non-District presenters (Vendors) or participants (Charter school employees) using District computers or bringing devices from outside the Osceola County School District may **ONLY** use the Guest Network with temporary accounts to access this network. These user accounts are created by MITD personnel **IN ADVANCE** of the training/workshop date.
2. Facilitators/Presenters must be able to operate the technology tools in the classroom(s), such as SMART Board, audio enhancement system (microphone), LCD Projector. Request(s) for technical support must be submitted to MITD personnel before the event date. Staff is not available for last minute set-up/guidance with technology.
3. Media & Instructional Technology Department personnel are not responsible to assist with technology during the event or monitor the event.
4. Food/drinks are permitted ONLY in **Roz Room**, which is the large meeting room.
5. Do not reserve Classroom 1 if refreshments are scheduled. MITD staff will inform presenter/participants if they bring in food/drinks, they must consume them outside of these classrooms, or dispose of food/drinks. ONLY bottled water is permitted in Classroom 1 and **Roz Room**.

Specify needs: