

## **GTR LINK Training Room Use Policy & Agreement**

### **Overview**

The Golden Triangle Development LINK (“the LINK”) offers its Training Room for use by TRUST members, partners, and other LINK stakeholders at no charge. The room accommodates up to 70 individuals (with seating for 65 at tables) and includes two large presentation screens, access to up to four microphones, and Wi-Fi.

### **Hours of Use**

The LINK is open from 8:00 a.m. to 5:00 p.m. Any use of the Training Room outside these hours must be approved in advance. After-hours use requires that a member of LINK staff be present for the duration of the event.

### **Policies & Conditions of Use**

#### 1. Eligibility

The Training Room may be used by:

- TRUST Members (all tiers)
- LINK partners
- Government, industry, and community stakeholders directly connected to the LINK’s mission

Use is not available to the general public.

#### 2. Cost

- There is no charge for eligible groups.
- The LINK does not provide refreshments, supplies, or additions beyond what is permanently available in the room.

#### 3. Room Features Provided (Included at No Cost)

- Seating for up to 70 (65 at tables)
- Two large display screens with casting capability
- Up to four microphones
- Wi-Fi access
- Standard room layout

#### 4. Wi-Fi

- Guest Wi-Fi is available for all meeting attendees.
- Password will be provided on the day of the event or upon request.

5. Food, Beverage & Catering

- Outside food or catering may be brought in by the user.
- User is responsible for all delivery arrangements and all clean-up.

6. Parking

- Limited parking (approx. 50 spaces). Carpooling encouraged.

7. Set-Up & Clean-Up

- Users must return the room to its original layout, remove all items and trash, and power down equipment.

8. Audio/Visual Use

- Users provide their own laptops and presentation equipment. A tech overview can be scheduled before the event date.

9. Damages

- User accepts responsibility for any damage or cleaning costs.

10. Scheduling & Approval

- All requests must be submitted through the Training Room Use Request Form and approved based on availability and mission alignment.

11. Cancellations

- Notify the LINK promptly if plans change.

12. Liability

- The LINK is not responsible for lost items, technical issues, or injuries.

**Training Room Use Agreement**

By requesting use of the LINK Training Room, the user agrees to follow all policies listed above and ensure compliance by all attendees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_