

T-FLeC-Space Usage Agreement

Upon accepting a classroom assignment in one of Cal State LA's Technology Enhanced Flexible Learning Classroom Spaces (T-FLeC-Spaces) instructors are expected to adhere to the following terms and conditions:

1. **Attend a 1 hour technical training:** Attend CETL training on the furnishings and technology, preferably before the first class begins, or at least by the end of the first full week of classes.
2. **Enable Golden Eagle One Card Access:** Prior to the start of classes, you will enable your One Card for access into the T-FLeC-Space.
 - One Card access can be obtained at the Golden Eagle One Card Office in the Golden Eagle Building, Room 220. Entry into any T-FLeC-Space will require your One Card and your PIN.
 - Do not lend your One Card to anyone else to enter the room.
 - Report any missing or lost One Cards to the Golden Eagle One Card Office as soon as possible.
3. **No Food or Drink Policy:** Enforce the no food or drink policy during all class meetings.
4. **Security of the Room:** You agree to help secure the T-FLeC-Space by doing the following:
 - Be the first person to enter the room by opening the door with your One Card.
 - Ensure that all wireless mice and keyboards are at each table/station. Do a quick scan to ensure they are there. If they are NOT there, inform CETL (cetl@calstatela.edu) ASAP with what is missing.
 - Be the last person to exit the room and ensure both doors are completely closed and locked. **Do not allow students to remain in the room after you have left.** An exception is made if the next instructor enters the room and you verbally hand off security of the room to that person. The room should not be handed off to a Teaching Assistant, Graduate Assistant, or other student unless they have attended training or are the Instructor of Record for the next class.
 - Do not lend your One Card to anyone else to enter the room.

5. **Configure the room to original state:** While we encourage all faculty to utilize the furniture and equipment in creative ways, please help ensure the room is put back in its original state prior to leaving. This includes the following:
- Erase all whiteboard markings on all whiteboard easels.
 - Put tables and chairs back, as necessary. (In FA 143, place tables back at the stations.)
 - Do not leave any stray papers or handouts on the tables/stations.
 - Place all wireless mice and keyboards on the designated tables.
 - Gather all input wires at the tables/stations so they are not left tangled or on the floor.
6. **Adhere to Section 8643, of the State Administrative Manual (SAM):** which states that "Lost, stolen, or destroyed property will be charged against responsible individuals whenever the agency determines that negligence or unauthorized use is involved." In addition, you will only utilize the T-FLeC-Space for official State business.

Faculty Agreement

I have read and agree to all of the terms and conditions listed above.

Name:	
Department:	
Course:	Term:
T-FLeC-Space utilized: FA 143 <input type="checkbox"/> KH B1006 <input type="checkbox"/> SH C366 <input type="checkbox"/>	
Email:	
Signature:	Date:

If you have questions about the terms listed above, please contact Beverly Bondad-Brown (bbondad@calstatela.edu).