COMPUTER RESOURCE CENTRE (CRC) USAGE POLICY

The Centre for Learning & Development, Public Service Secretariat, is pleased to make the CRC available for your training session. The following considerations have been identified by our team to assist in making the facility comfortable and supportive of participant learning.

You may want to use this notice or design your own notice to distribute to participants in your participants.

BEFORE YOUR SESSION:

- **IT Technical Requirements** – Departmental training using the CRC must ensure any technical requirements associated with your learning session are arranged at least 1 week prior subject to the approval of the Office of the Chief Information Officer (OCIO).

- **“After Hours” Sessions** – Groups using the CRC in the evening or on weekends are required to submit a list of participants at least 2 working days prior to the session. For more information, please contact Peter Ivany, Learning and Development Officer, at 729-4210 or email pivany@gov.nl.ca.

DURING YOUR SESSION:

- **TELEPHONE MESSAGES**
  Participants in your session can refer all incoming calls to extension 729-3652. Messages will be posted outside the CRC. Our policy respects the right of individuals to participate in learning processes without interruption. Therefore, we will not interrupt unless advised that the matter is of an emergency nature.

- **PRIVACY**
  Please keep the doors to the CRC closed during your session. This ensures minimal disruption for you and others using the facility. The room is temperature controlled for maximum comfort and should not require adjustment.

- **FIRE EVACUATION PROCEDURES**
  If the fire alarm goes off, exit through the stairs adjacent to the CRC. Please familiarize yourself with that route and advise course participants prior to the commencement of the course. If a course participant is unable to use the stairs, please advise the Centre staff for alternate arrangements.

- **NO food or beverages are permitted in the CRC.** If refreshments are to be served, an alternate location must be arranged.

AFTER YOUR TRAINING SESSION

The CRC may be booked for another user soon after your session. In order to ensure that the room is appropriately tidy and clean for all users, when your session is finished we ask you to complete the following:

- Turn off the data projector, all computers and monitors.
- Return furniture (chairs) to their original locations.
- Please ensure that the door leading to the main corridor is closed and locked after use.

THANK YOU FOR YOUR CONTINUED CO-OPERATION