**OA Training Room Rules and Responsibilities**

1. You must have verbal or written confirmation of the room reservation from the OA Human Resource Development staff prior to using any OA Training/Meeting room.
2. You may, if desired, move furniture for your session, however, furniture must be returned to its original setup at the completion of your meeting.
3. Trash cans, if used, should be returned to the outside of the room to ensure they are emptied by maintenance staff.
4. Rooms must be left in a neat and orderly fashion; do not leave left-over handouts, materials, etc. behind.
5. If you have a room scheduled and find that your meeting has been cancelled, please remember to cancel your reservation.