

**Corporate Technical Training Center (CTTC)
Classroom Setup Agreement Form**

I, _____, representing _____ division, have reserved the training center for use from _____ to _____ for the following class/workshop: _____.

The CTTC administrator has provided me with a copy of the standard configuration, at <http://www.fin.ucar.edu/it/cttc/specs.html>. I have reviewed this document, and request that the following additional hardware and/or software be provided in the room:

The CTTC administrator has also provided me with a copy of the security policy at <http://www.fin.ucar.edu/it/cttc/policies.html>. I have reviewed this document, and have the following additional networking needs:

In addition, I have the following special needs for this class/workshop:

I understand that any requests beyond the above, placed less than 60 days prior to the start of my class or workshop, may be denied at the discretion of the CTTC administrator.

Signature

Date

I, _____, the current CTTC administrator, have reviewed the above requests. I am able to accommodate these requests, with the following conditions and/or exceptions:

Signature

Date