

2019-2020
Olympia Professional Learning Rooms
Internal Requests and Contracts

Richland School District One is pleased to offer professional learning spaces for Richland One staff.

Times available: Sessions may not start prior to 7:30 am and should end prior to 5:00 pm. Rooms are not available for set-up until 7:30 am. Sessions can begin at an earlier time and end later if approved.

Spaces available:

- PD Rooms
 - F14- seats 25
 - F15- seats 60
 - F18- seats 60
 - F-19- seats 60
- Auditorium- seats 204
- Computer Labs
 - E04- seats 20 (bring your own device lab)
 - E05- seats 20
 - E08- seats 20 (bring your own device lab)
 - E09- seats 20

Please note the following regarding the use of the professional learning spaces, as some requirements have changed.

- The person(s) requesting the space must be in attendance the day of the session.
- Users must pick up the PD Room Check-In/Check-Out Form prior to entering the rooms. The form may be obtained in the following locations:
 - Room D23 (Upstairs) from 8:15-8:30
 - Room F16 (Downstairs) from 8:30-5:00
- Attendees **must** be notified prior to the event that they **must** park in the rear lot.
- Equipment is left in the condition in which it was provided, and no damages are identified.
- All materials that were used for the session are removed. This includes empty boxes, items left by participants, extra materials, etc.
- Cancellations are reported 48 hours prior to the date and time of the reservation.
- Check-In/ Check-Out Form is returned.
- You may request IT support if you feel it is needed for your session. Please complete a [SchoolDude](#) ticket for your request. We are only able to perform basic troubleshooting.
- At the end of your session, return furniture to the location as indicated on the diagram posted in each room.



Reservations include the following:

- Use of the computer, projector, and sound system
- Wireless access
- Wireless microphones
- Use of ice in canteen (provide own cooler or request to borrow one on reservation form)
- Tables for setting up lunch
- Supplies such as sticky notes, markers, pens, poster paper, etc.
- Interactive Panels in computer labs

Computer Labs

- **No** food or drink is allowed in the computer labs or in the hallways near the computer labs. All food or drink needs to be located in the canteen.
- Participants are to log into the computers using their district user names and passwords.
 - Do not enter your Microsoft 365 login when they are prompted. Click the X and close these pop up boxes. You may have to do this several times.
- Computers are to be shut down and powered off when the session is finished.

Reservation Process

1. Review calendar availability online for room availability at <http://richlandone.hosted.webevent.com/cgi-bin/webevent.cgi>
2. Complete the [Olympia Professional Learning Rooms Internal Requests and Contract Form](#). Completion of the form does not guarantee reservation. You will be notified within 48 hours if your request has been approved or denied with further instructions.
3. You will receive a Professional Learning Room Request Confirmation email regarding your request.

