



PLEASE READ BEFORE COMPLETING THIS FORM.

Requests for use of the Vital Records training room for internal/external audiences must be approved by a manager and deputy prior to permission being granted. All requests must be submitted 2 weeks prior to the date of the event/meeting for accommodations to be made. Please allow 2 to 3 business days for approval. Please read the training room guidelines, complete this form in its entirety and route, in this order to : (1) your unit supervisor/manager, (2) your deputy, (3) Vital Records Compliance & Communications.

Section 1 and 2 of this form must be completed before routing to the Vital Records Compliance team. Failure to follow this requirement will delay the approval and use of the facility. For additional information, contact Robin Whitehead at 770-909-2922.

PLEASE PRINT OR TYPE ALL INFORMATION LEGIBLY AND CORRECTLY BELOW.

Section 1: Requestor's Information

Date Submitted: _____ Requested Training Date: _____

Start Time: _____ End Time: _____ Number of Participants: _____

Department/Unit: _____

Are you a DPH Program: Yes No If no, list agency: _____

Name of Requestor (First and Last): _____

Phone Number: _____ Email Address: _____

Preferred Time for Equipment Training/Building Walk Thru: _____

Section 2: Checklist

- | | |
|---|--|
| <input type="checkbox"/> Audio | <input type="checkbox"/> Microphone Usage |
| <input type="checkbox"/> Video | <input type="checkbox"/> Telehealth/VICS |
| <input type="checkbox"/> Lighting Control | <i>Please Note: You are responsible for coordinating Telehealth/VICS via Waycross.</i> |
| <input type="checkbox"/> Computer/Internet Connection | <input type="checkbox"/> Other (i.e. Software) |

Did you receive a copy of the training room guidelines? (By checking yes, you agree to adhere to the terms outlined in the guidelines) Yes No

Section 3: Comments

Please place any special needs here (e.g. setup for food/catering):



Vital Records Training Room Guidelines

Note: Please read the following guidelines, prior to submitting your request, to determine if our facility fits your desired program needs.

Parking at Phoenix Blvd

- Parking is free on-site.
- Guests should leave front row parking spaces for customers.
- Please be sure to remove or properly conceal all valuables in vehicle

Security

- This a secure facility and must remain secure at all times.
- A participant list must be provided to Robin Whitehead, prior to the event. This will allow security to identify attendees upon arrival.
- The access door to Vital Records must remain closed with exception to:
 1. Loading and Unloading materials
 2. Morning arrival of participants/vendors/facilitators
 3. Breaks (door must be monitored by training facilitator/volunteer)

Participant Access

- The facilitator/program POC will be responsible for ensuring participants are accounted for and gains entry to the second floor.
- Options for participant entry:
 1. Facilitators will provide Robin Whitehead with a list of participants at least 24 hours prior to the meeting/training. This list will be located at the security desk and participants will sign-in upon arrival
 2. Meeting facilitators will greet their participants at the security desk and issue temporary name badges. DPH employees may display their regular badges in lieu of temp badges.
- For other alternatives, please discuss with Robin Whitehead or a member of our Compliance and Communications team prior to the training

Restrooms/Smoking

- There are two sets of restrooms located on the second floor.
 1. It is recommended that you use the restroom located inside the perimeter.
 2. Restrooms outside the perimeter will require a keycard for re-entry if utilized in between official breaks.
- This building is a smoke-free facility
 1. No smoking is allowed near any of the building entrances.

Training Room Specific Guidelines

- Wi-Fi is not available in the training room. It is recommended that you connect to a personal Wi-Fi device.
- Do not tape anything to the wall. As an alternative, please use large Post-It pages with adhesive, on an easel (preferably).
- Sound check and daily equipment activation will be conducted by the Compliance and Communications team or Operations Support team ONLY.



- For room temperature adjustments, please notify Robin Whitehead. Do not attempt to adjust the thermostat. The devices on the wall are locked.
- Please do not disconnect or move the tables in the training room.
- Please do not remove table and chairs from the training room.

Food/Beverages

- The Vital Records breakroom contains one vending machine and one beverage machine. Feel free to use at your leisure. *Note: Machines belong to a private vendor.*
- All food and beverages should be placed in a closed container, if possible.
- The coffee pot located in the breakroom belongs to our Vital Records Coffee Club. It is not for community consumption. If you would like a cup, a small donation of \$1.00 should be placed in the donation jar located next to the coffee pot.
- If a spill or accident happens, please notify Robin Whitehead immediately.

Breaks during training

- Huddle rooms are available for quick meetings or private conversations.
- Conference Rooms require prior reservations. Please do not occupy those additional spaces unless a reservation has been made.
- Due to the sensitive nature of our work, we ask that you do not walk around the building. If you are interested in a tour of our facility, simply notify a member of the Compliance and Communications team.

If you have any questions, please contact Robin Whitehead or a member of the Compliance and Communications Team.

Robin: 770-909-2922 | Program Administration Coordinator
D'Andre: 770-909-5378 | Instructional Designer
Akilah: 404-907-8991 | Compliance and Communications Manager