

## **RIGHTS AND RESPONSIBILITIES:**

### **DPSST:**

DPSST will provide a classroom, projector and audio visual cable.

DPSST will provide availability for AGENCY parking in Oregon Public Safety Academy parking lots A and B on a "first come first serve" basis.

DPSST will not provide access to DPSST's administrative networks or use of DPSST computers.

DPSST may cancel or alter any scheduled use of any premise when it considers it necessary for public safety or DPSST's training mission.

### **AGENCY:**

AGENCY is prohibited from using the facility for compensation or profit

AGENCY may use DPSST's projector and audiovisual cable in conjunction with an AGENCY laptop.

AGENCY may access the public wireless network using AGENCY equipment.

AGENCY will provide its own help desk computer support.

AGENCY will not access DPSST's administrative networks or computers.

AGENCY will be responsible for supplying its equipment and supplies, including copies of class materials.

AGENCY will notify DPSST of any cancellation as soon as possible.

AGENCY will not exceed the posted capacity of the classroom.

AGENCY will not affix banners, signs or other items to walls, doors or surfaces. Such items can be free standing, placed on easels or attached to tables. Non-marring tape may be used to tape items on metal doors only.

AGENCY will not serve or bring alcoholic beverages or illegal substances onto Academy grounds.

AGENCY will not bring weapons or ammunition into secured areas.

AGENCY will ensure students, invitees and others dress appropriately in business casual attire. **Jeans are not allowed.**

AGENCY will not hinder foot traffic on premises or block any fire exits.

AGENCY will not use open flame devices on premises.

AGENCY will secure electrical cords safely to prevent accidents.

AGENCY will not use DPSST hallways for breakout sessions, meetings or lunches.

AGENCY will not prop open outside doors or leave classroom doors open.

AGENCY will conform to all applicable municipal, state and federal laws and regulations pertaining to the premises and their use.

AGENCY will conduct business and control its students, invitees and others in such a manner as to avoid interference with the normal operation and training mission of DPSST.

AGENCY will maintain a clean and orderly appearance of the premises during the term of the Agreement.

AGENCY will refrain from any use that would create waste on the premises or that would be considered reasonably offensive to other tenants or owners or users of neighboring premises or that would tend to create a nuisance or damage the reputation of the premises.

AGENCY will be responsible for security of its personal property in or on the premises.

AGENCY will comply with such other restrictions as DPSST in its discretion may determine.