

Teaching Technology Space User Agreement & Waiver

Location: CFE 220, Wallace Old Science Hall

Managed by: Center for Faculty Excellence and Information Technology Learning Spaces

Contact: cfe@ou.edu

This agreement outlines the responsibilities and expectations for individuals using the Teaching Technology Space, which includes but is not limited to: a lightboard, podcasting equipment, video camera, green screens, and associated technology.

By submitting a request to use the room, you acknowledge and agree to the following terms:

User Responsibilities

1. Respect for Equipment

- Use only the designated markers for the lightboard.
- Follow the provided instructions to adjust the laptop, camera lenses, and lighting.
- Handle all equipment with care and report any damage or malfunction immediately.

2. Cleanliness & Safety

- **No food or drink** is allowed near any equipment.
- Keep the space tidy and free of clutter during and after use.
- Ensure cables and wires are safely managed to prevent tripping hazards.

3. Post-Use Protocol

- Turn off all equipment after use, including lights, cameras, microphones, and monitors.
- Return all items (markers, microphones, cables, etc.) to their designated storage locations.
- Wipe down surfaces if used (e.g., lightboard, desk areas).

4. Access & Supervision

- Use of the space is by reservation only unless otherwise authorized.

- First-time users may request a consultation for a brief orientation or watch the orientation video available on the CFE website.

5. Content Responsibility

- Users are responsible for the content they create and must adhere to university policies regarding appropriate use.
- No recording of copyrighted material without the copyright holder's permission or compliance with fair use policies.

Acknowledgment & Waiver

I understand that failure to follow these guidelines may result in loss of access to the space. I agree to use the equipment responsibly and to report any issues promptly. I release the Center for Faculty Excellence and its staff from liability for any personal injury or equipment damage resulting from misuse or negligence.