

## **JUNEAU AND ANCHORAGE COMPUTER TRAINING ROOMS**

10<sup>TH</sup> Floor, State Office Building, PO Box 110201, Juneau, AK 99811-0201 907-465-4054  
619 E. Ship Creek Ave., Suite 309, Anchorage, AK 99501 907-375-7700

### **RENTAL AGREEMENT with the DIVISION OF PERSONNEL**

#### **Tuition and Fees:**

Students of Division of Personnel (DOP) courses and renters of DOP facilities who are Executive Branch employees of organizations covered under the DOP Cost Allocation Plan (CAP) are not required to pay fees for training and rentals. The CAP identifies, accumulates and distributes allowable direct and indirect costs under grants and contracts, and identifies the allocation methods used for distributing costs.

Most Executive Branch Departmental employees are covered under the DOP CAP, however there are exceptions. Examples of those that are not covered under the CAP are: employees of the Alaska Housing Finance Corporation, the Court System, Legislative Affairs, Offices of the Governor and Lt. Governor, University of Alaska and federal employees who supervise DMVA staff.

If you are enrolling in a DOP class as a student or are reserving a DOP training room and/or computer lab and are not a CAP covered employee, you are required to pay for the service.

Organizations that are covered under the CAP are not required to pay a rental fee, however, they are required to complete this rental agreement.

If software must be loaded onto the server/machines in order to train specialized/proprietary courses, a fee of \$200 or MORE will be added to your total bill, for the rental period; the DOA/IT contact person shall decide upon the most appropriate charge-back fee.

#### **The Juneau computer lab includes:**

12 Compaq Deskpro EXs, with 2.2GHz Pentium 4 processors, 1GB RAM, 20GB hard drives and DVD ROMs, with 15" flat screen monitors. The PCs are running Microsoft Office Pro 2000 and Windows 2000. An additional PC is available for use by the instructor. The file server is a Compaq ProLiant ML370 with a 1GHz processor. A multi-media projector is set up in the room and is included in the rental price.

#### **The Anchorage computer lab includes:**

12 Compaq Deskpro ENs, with 2.2GHz Pentium 4 processors, 256MB RAM, 20GB hard drives and CD ROMs, with 15" monitors. The PCs are running Microsoft Office Pro 2000 and Windows 2000. An additional PC is available for use by the instructor. A multi-media projector is set up in the room and is included in the rental price.

**To reserve these rooms, please complete this form and FAX to the Division of Personnel, 907-375-7719, then mail the original to the Division of Personnel, ATTN: Administrative Assistant, PO Box 110201, Juneau, AK 99811-0201.**

Today's Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Division: \_\_\_\_\_  
Date(s) requested: \_\_\_\_\_  
Hours of Use: \_\_\_\_\_  
Type of Training: \_\_\_\_\_  
Agency contact:(Name/Phone) \_\_\_\_\_

**By signing a DOP training room and/or computer lab rental agreement or enrolling in or approving enrollment in a DOP training class, you acknowledge that you are responsible for fees if you and/or your agency are not covered under the DOP CAP.**

\$235.00 for a FULL day (A full day is constituted as 8:00 AM to 4:30 PM)

\$117.50 for a HALF day (A half day is constituted as either 8:00 AM to 12:00 PM or 12:00 PM to 4:30 PM)

\$200.00 or MORE if additional software must be added to the computer for the training. (Please note that this is a flat rate for installation and removing of the software)

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#### Conditions for use:

1. Prior to using the computer lab for your own group training, you must contact DOA-IT, 465-2099 (Juneau) or 269-2099 (Anchorage), regarding the installation and removal of any software or special systems requirements. *The Requesting Agency shall be held responsible for the full expense charged to DOP to correct any problems with the software, equipment, and/or integrity of the system resulting from failure to contact the technical support unit and/or damage to systems or equipment.*
2. Equipment and/or software problems should be reported to DOP when detected.
3. The requesting agency is responsible for cleaning the room after use; we request **no food or drink** in the lab, please.
4. Room reservation cancellations are appreciated. Please provide written notice (by fax or email) of the cancellation **at least three (3) calendar days prior** to the reservation start date.
5. Reservation of the computer lab is handled on first-come-first-served basis. Reservations will be confirmed when a rental agreement is signed and received by DOP.
6. I/we have read and agree to abide by the terms of the Training Room User Checklist provided.

\_\_\_\_\_  
Approving Officer's Signature

\_\_\_\_\_  
Collocation Code/DO#/PO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pat Dill, Division of Personnel

\_\_\_\_\_  
Date