



Heartland Community College
1500 West Raab Road, Normal, IL 61761

Community Use Guidelines January 12, 2012

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1.0 Introduction

The Heartland Community College campus is a community resource that may be scheduled as available for activities consistent with the mission and policies of the College and Board of Trustees and as further described below. In general, the college avoids scheduling community groups for ongoing/regular meetings in order to protect availability for College use. Additionally, the College does not make space available for events that are direct duplication of College programs and/or services.

2.0 How to Reserve Space

Rooms are available on a first come, first served basis. Contact the Program Assistant for Course and Facilities Scheduling at (309) 268-8205 to reserve space. For most events a Reservation Confirmation will be prepared to describe the details of the event and serve as documentation for the User. The College reserves the right to determine and/or limit space assignments for scheduled events.

If the College determines an advance deposit is required this will be indicated on the Reservation Confirmation. The deposit will be returned to the User if notice of the event cancellation is received five working days in advance of the event. Failure to leave facilities in good condition may result in the loss of deposit or additional charges.

2.1 Cancellation/No Show

The organization must contact the Program Assistant for Course and Facilities Scheduling regarding cancellation at least five working days in advance. If a cancellation is not received and the group is a “no show” the organization will be assessed the full fee for the facility. The organization/sponsor may also be assessed charges for labor, requested equipment or other costs incurred by the College for the canceled event.

2.2 Billing

After the completion of the event, the College will provide the User an invoice for the balance of rental fees and any additional charges including without limitation, additional custodial, maintenance or security costs resulting from the event, reasonably incurred by the College. Payment is due within thirty days of invoice or as otherwise required under the Prompt Payment Act, 50 ILCS 505/1.

3.0 Classification of Users

3.1 HCC

The event is initiated and sponsored by a College department as part of College business, by a registered student organization or by a faculty/staff member serving in a professional capacity such as a member of a professional organization that is educational in nature and directly related to the mission of the College.

- Event expenses are paid in full or in an amount equal to at least 50% of such costs through an approved College account.

3.2 Not for Profit

The User is a not for profit organization, as defined by the Internal Revenue Code, external to the college, and the event is educational in nature and/or directly related to the mission of the College as determined by a Cabinet member.

- Event expenses are not paid through a College account.
- User's Illinois Tax Exempt Number is provided.

3.3 For Profit

The User is a for profit organization external to the college and the event is educational in nature and/or directly related to the mission of the College as determined by a Cabinet member.

- Event expenses are not paid through a College account.

3.4 Priority of Use

Following are general priority guidelines used by the College for scheduling College facilities. The guidelines apply to all College facilities.

- 1st Priority: HCC Uses
- 2nd Priority: Not-for-Profit Uses
- 3rd Priority: For-Profit Uses--Requests will be reviewed on a case-by-case basis to determine conformance with the College Policy. Decisions to permit a private, for-profit use are in the sole discretion of the College.

4.0 Building Hours

The following building hours reflect when building exterior doors are typically unlocked and accessible to the public. Events may be scheduled outside these hours by special arrangement. College employees may access office space beyond these hours by checking in with the main Security desk located in the Student Commons Building (SCB.)

Community Commons Building

Monday - Thursday 7:00am - 10:00pm
Friday 7:00am - 6:00pm
Saturday 7:00am - 5:00pm
Sunday Closed

Instructional Commons Building

Monday – Thursday 7:00am - 10:00pm
Friday 7:00am - 6:00pm
Saturday 7:00am - 5:00pm
Sunday Closed

Instructional Commons North

Monday – Thursday 7:00am - 10:00pm
Friday 7:00am - 6:00pm
Saturday 7:00am - 5:00pm
Sunday Closed

Student Commons Building

Monday - Thursday 7:00am - 10:00pm
Friday 7:00am - 6:00pm
Saturday 7:00am - 5:00pm
Sunday 12:00pm - 10:00pm

Workforce Development Center

Monday-Thursday 7:00am – 10:00pm
Friday 7:00am – 6:00pm
Saturday 7:00am – 5:00pm
Sunday Closed

Fitness & Recreation Center*

Monday-Thursday 6:00am – 10:00pm
Friday 6:00am – 6:00pm
Saturday 7:00am – 5:00pm
Sunday Closed

Astroth Community Education Center

Monday-Thursday 7:00am – 6:00pm
Friday 7:00am – 6:00pm
Saturday Closed
Sunday Closed

Child Development Lab Classroom

Monday-Thursday 7:00am – 10:00pm
Friday 7:00am – 6:00pm
Saturday Closed
Sunday Closed

**The activity spaces in the FRC (Fitness Center, Gym and Walking Track) will maintain hours that vary from these building hours. Specifically, the activity spaces will be open for use from 6:00am-8:00pm M-R, 6:00am – 4:00pm Friday, 10:00am - 2:00pm Saturday, and closed on Sunday. Beyond these hours, FRC staff and Security will take measures to secure the activity areas.*

5.0 Support Service Fees

Fees are based on regular business hours (Monday-Friday 7:00am-6:00pm). Support Services are available during these hours. Events scheduled beyond these hours may incur additional staffing and security costs. Building hours and staffing costs are subject to change. Costs for additional services are charged on a per hour basis with a minimum of two hours at the following rates:

Support Service	Regular Time	Overtime
Custodial	\$20.00/hr M-F, 7am-10pm	\$30.00/hr
Safety/Security Service	\$15.00/hr	\$22.50/hr
Technical Support (general)	\$25.00/hr	\$38.00/hr
ACEC Technical Support	\$50.00/hr	\$75.00/hr
Maintenance	\$25.00/hr	\$38.00/hr

6.0 Rooms/Fee Schedule

6.1 Community Commons Building (CCB)

Building/Room Number	Room Style	Set Up Code	Capacity	HCC Full/Partial Day**	Non Profit Full/Partial Day	For Profit Full/Partial Day
CCB 1406/1407	Audience	A	240	no fee	\$300/150	\$600/300
CCB 1406/1407	Classroom	C	112	no fee	\$250/125	\$500/250
CCB 1406/1407	Banquet	B1	108	no fee	\$200/100	\$400/200
CCB 1406/1407	Banquet w/AV	B2	96	no fee	\$250/125	\$500/250
CCB 1406/1407	Hollow Square	H	60	no fee	\$250/125	\$500/250
CCB 1406/1407	U-Shape	U	52	no fee	\$250/125	\$500/250
CCB 1406/1407	Fair	F	31 stations	no fee	\$250/125	\$500/250
CCB 1407	Audience	A	90	no fee	\$200/100	\$400/200
CCB 1407	Classroom	C	56	no fee	\$200/100	\$400/200
CCB 1406	Audience	A1	50	no fee	\$200/100	\$400/200
CCB 1406	Audience	A2	42	no fee	\$200/100	\$400/200
CCB 1406	Hollow Square	H	32	no fee	\$150/75	\$300/150
CCB 1406	Classroom	C	30	no fee	\$150/75	\$300/150
CCB 2011/2012	Board Meeting	M	35	no fee	\$200/100	\$400/200
CCB 2012	Hollow Square	H	20	no fee	\$100/50	\$200/100
CCB 2012	Small Group	G	30	no fee	\$150/75	\$300/150
CCB 2011	Standard	S	12	no fee	\$100/50	\$200/100

6.2 Astroth Community Education Center (ACEC)

Building/Room Number	Room Style	Set Up Code	Capacity	HCC Full/Partial Day**	Non Profit Full/Partial Day	For Profit Full/Partial Day
ACEC 2100	Classroom	C	12	no fee	\$100/\$50	\$200/\$100
ACEC 2100	Hollow Square	H	12	no fee	\$100/\$50	\$200/100
ACEC 2100	Small Group	G	18	no fee	\$100/\$50	\$200/\$100
ACEC 2101	Audience	A	75	no fee	\$200/\$100	\$400/\$200
ACEC 2101	Classroom	C	36	no fee	\$150/\$75	\$300/\$150
ACEC 2101	Hollow Square	H	24	no fee	\$150/\$75	\$300/\$150
ACEC 2101	U-Shape	U	28	no fee	\$150/\$75	\$300/\$150
ACEC 2101	Small Group	G	48	no fee	\$200/\$100	\$400/\$200
ACEC 2102	Audience	A	95	no fee	\$250/\$125	\$500/\$250
ACEC 2102	Classroom	C	48	no fee	\$200/\$100	\$400/\$200
ACEC 2102	Hollow Square	H	32	no fee	\$200/\$100	\$400/\$200
ACEC 2102	U-shape	U	36	no fee	\$200/\$100	\$400/\$200
ACEC 2102	Small Group	G	54	no fee	\$250/\$125	\$500/\$250
ACEC 2101/2102	Audience	A	170	no fee	\$400/\$200	\$800/\$400
ACEC 2101/2102	Classroom	C	84	no fee	\$300/\$150	\$600/\$300
ACEC 2101/2102	Small Group	G	108	no fee	\$300/\$150	\$600/\$150
ACEC 2103	Classroom	C	12	no fee	\$100/\$50	\$200/\$100
ACEC 2103	Hollow Square	H	12	no fee	\$100/\$50	\$200/\$100
ACEC 2103	Small Group	G	18	no fee	\$100/\$50	\$200/\$100
ACEC 2200	Classroom	C	12	no fee	\$100/\$50	\$200/\$100
ACEC 2200	Hollow Square	H	12	no fee	\$100/\$50	\$200/\$100
ACEC 2200	Small Group	G	18	no fee	\$100/\$50	\$200/\$100
ACEC 2204	Audience	A	29	no fee	\$150/\$75	\$300/\$150
ACEC 2204	Classroom	C	12	no fee	\$100/\$50	\$200/\$100
ACEC 2204	Hollow Square	H	12	no fee	\$100/\$50	\$200/\$100
ACEC 2204	Small Group	G	17	no fee	\$100/\$50	\$200/\$100
ACEC 2204	U-Shape	U	8	no fee	\$100/\$50	\$200/\$100
ACEC 2205	Classroom	C	12	no fee	\$100/\$50	\$200/\$100
ACEC 2205	Hollow Square	H	12	no fee	\$100/\$50	\$200/\$100
ACEC 2205	Small Group	G	18	no fee	\$100/\$50	\$200/\$100
ACEC 2204/2205	Audience	A	66	no fee	\$250/\$125	\$500/\$250
ACEC 2204/2205	Classroom	C	24	no fee	\$200/\$100	\$400/\$200

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Building/Room Number	Room Style	Set Up Code	Capacity	HCC Full/Partial Day**	Non Profit Full/Partial Day	For Profit Full/Partial Day
ACEC 2204/2205	Hollow Square	H	24	no fee	\$200/\$100	\$400/\$200
ACEC 2204/2205	U-Shape	U	16	no fee	\$150/\$75	\$300/\$150
ACEC 2204/2205	Small Group	G	36	no fee	\$150/\$75	\$300/\$150
ACEC 2206	Audience	A	44	no fee	\$250/\$125	\$500/\$250
ACEC 2206	Classroom	C	16	no fee	\$100/\$50	\$200/\$100
ACEC 2206	Hollow Square	H	12	no fee	\$100/\$50	\$200/\$100
ACEC 2206	U-Shape	U	10	no fee	\$100/\$50	\$200/\$100
ACEC 2206	Small Group	G	18	no fee	\$100/\$50	\$200/\$100
ACEC 2207	Classroom	C	12	no fee	\$100/\$50	\$200/\$100
ACEC 2207	Hollow Square	H	12	no fee	\$100/\$50	\$200/\$100
ACEC 2207	Small Group	G	15	no fee	\$100/\$50	\$200/\$100
ACEC 2206/2207	Audience	A	72	no fee	\$200/\$100	\$400/\$200
ACEC 2206/2207	Classroom	C	24	no fee	\$150/\$75	\$300/\$150
ACEC 2206/2207	Hollow Square	H	24	no fee	\$150/\$75	\$300/\$150
ACEC 2206/2207	U-Shape	U	16	no fee	\$100/\$50	\$300/\$150
ACEC 2206/2207	Small Group	G	36	no fee	\$150/\$75	\$300/\$150
ACEC 2210	Audience	A	132	no fee	\$300/\$150	\$600/\$300
ACEC 2210	Classroom	C	72	no fee	\$200/\$100	\$400/\$200
ACEC 2210	Hollow Square	H	36	no fee	\$150/\$75	\$300/\$150
ACEC 2210	U-Shape	U	54	no fee	\$250/\$125	\$500/\$250
ACEC 2210	Small Group	G	88	no fee	\$250/\$125	\$500/\$250
ACEC 2400	Auditorium *	A	434	no fee	\$400/\$200	\$800/\$400

*Please see Auditorium Guidelines below.

6.3 Classroom Space

Building/Room Number	Room Style	Set Up Code	Capacity	HCC Full/Partial Day**	Non Profit Full/Partial Day	For Profit Full/Partial Day
Classroom	Standard	n/a	30	no fee	\$150/75	\$300/150
Classroom	Standard	n/a	40-42	no fee	\$200/100	\$400/200

**Full Day = 5 hours or more

**Partial Day = less than 5 hours

Facility Requests for classrooms may be submitted in advance, but will not be considered/finalized until the academic scheduling is complete.

Classroom requests for spring semester will be considered after November.

Classroom requests for fall semester will be considered after April.

Classroom requests for summer semester will be considered after March.

7.0 Guidelines for Use of Space

Only the portion of the facility contracted may be used. The College reserves the right to relocate events to comparable space when necessary. Events with signed contracts or letters of agreement entered into between the College and the event sponsor will be honored. However, the College, in its sole discretion, may terminate a contract or letter of agreement at any time it determines an event scheduled is not in the best interests of the College and its mission.

The College requires the User to provide the Program Assistant for Course and Facilities Scheduling with the event registration information, brochures and/or other advertising materials used to promote the event at least ten days prior to the event. Placement of signs, decorations and structures require prior written approval from the College.

The College may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

The User is required to adhere to all College policies, regulations, guidelines, and all local, state, and federal laws. Failure to comply with these regulations may result in denial of future use of College facilities and services or the termination of the event in progress if deemed necessary by the Cabinet.

The College may permit exceptions to these guidelines and may develop additional guidelines as appropriate.

7.1 Areas of Access

No one shall enter any portion of the College property prohibited by sign or notice.

No one except as authorized by the College shall enter any part of the College property that is in an unfinished state or under construction.

No one shall enter any building or area of College property when it is closed to the public. No one shall enter any building or area in the College which is reserved or scheduled for a specific group or activity, unless such person is invited by the individual, group, or agency responsible for such activity and, if applicable, such person has paid all appropriate admission fees.

7.2 Parking and Vehicle Usage

No person shall drive or operate any vehicle on College property negligently, recklessly or without due caution, or in a manner that endangers any person or property.

No person shall park any vehicle or allow any vehicle to remain parked in any area of College property beyond the normal closing hour of College property, except when a different closing hour has been designated by the College for that area or unless permission therefore has first been obtained from the College.

No person shall park or place any vehicle on College property so as to obstruct or interfere with traffic or travel or endanger the public safety.

All Heartland Community College parking is open parking. If spaces are not available in the parking lot closest to the building, parking should be available in nearby lots.

7.3 [Parking and Campus Map](#)

7.4 Indemnity and Damages

The User shall assume full responsibility for the conduct of all participants attending the User's

event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the College. The User will reimburse the College for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants. This shall include any audio-visual equipment repair and/or replacement. To the extent permitted by law, the User shall indemnify and hold harmless the College, its officers and employees, against any and all claims for loss, injury or damage, including reasonable attorney fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in College facilities. The College assumes no liability whatsoever for any property placed by the User in College facilities.

7.5 Insurance

The College requires non-College organizations to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death AND \$1,000,000 per occurrence for personal property damage. Heartland Community College and its Board of Trustees are to be named as an additional insured. The College reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the Program Assistant for Course and Facilities Scheduling at least 30 days prior to the date of the scheduled event. If such evidence is not received within ten days prior to the event, the event may be subject to cancellation.

7.6 Safety and Supervision

Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in the aisles and in back of seats during any program is prohibited except for those staffing the event.

Exits must remain open and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exit ways serving the room must be adequately lighted at all times when the room is occupied.

All materials used as decorations must be fire resistant or flameproof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the Program Assistant for Course and Facilities Scheduling. Open flames are prohibited!

Some events may require additional personnel (security, technicians, etc.) as determined by the College. Costs for additional personnel will be paid by the User and are in addition to the rental fee. The approval of the Facility Request is dependent upon the availability of the supervisory personnel.

Alcoholic beverages are not allowed in College facilities without Cabinet approval.

Smoking is permitted only in designated smoking areas of the College.

The College retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.

7.7 Admission/Merchandise Sales

Admission charges and sale of merchandise or services require prior approval by the VP of Business Services and are subject to a service charge established prior to the event.

7.8 Restricted Uses

In addition to the general prohibition against violating College policy and procedure, or local, state and federal laws, the College will strictly enforce prohibition of the following activities:

- Public Indecency. No person on College property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.
- Disorderly Conduct. No person on College property shall commit disorderly conduct as defined in Illinois law, 720 ILCS 5/26-1.
- Gambling. No person on College property shall gamble as defined in Illinois law, 720 ILCS 5/21-1, *et seq.*
- Controlled Substances. No persons on College property shall violate the "Illinois Controlled Substance Act," 720 ILCS 570/100, *et seq.*
- Bodily Harm. No person on College property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, *et seq.*

7.9 Waiver of Requirements

Any requirements for or limitation upon a permit or the requirement of a permit may be waived by the College if the activity is protected by the First Amendment of the United States Constitution and the condition would be so financially burdensome that it would preclude the applicant from using College property for the proposed activity. Fees for equipment and services may not be waived pursuant to this subsection. Application for a waiver shall be made on a form prescribed by the College.

These guidelines are in addition to and supplemental to all applicable state, federal and local laws and ordinances including, without limitation, "The Public Community College Act" (110 ILCS 5/3-1, et seq.) The meaning of any terms, phrase or word not otherwise defined in this Ordinance shall be construed and interpreted to mean the same as said term, phrase or word is otherwise defined, construed or interpreted in such applicable local, state and/or federal law or ordinance.

8.0 Additional Guidelines for the ACEC Auditorium

In addition to the guidelines above, the following information relates to use of the auditorium. The ACEC Auditorium seats 434 and is suitable for lectures, panel presentations, recitals and performances requiring minimal staging or production. It is not suitable for complex theater, dance or stage productions. Please see the [Auditorium Specs Sheet](#) for more detail of the facility. College staff will work with users to develop a detailed Reservation Confirmation that includes an estimate of charges and deposit requirements.

- Eating and drinking are prohibited in the auditorium.
- It is highly recommended that organizations renting the auditorium meet with the technical staff at least five-six (5-6) weeks prior to the event to discuss your needs and our capabilities.
- Final equipment and personnel requests must be confirmed with the technical staff three (3) weeks prior to the event.
- All stage equipment, lighting, sound, audio visual, etc. are to be operated by technical staff only.
- In most cases, technical staffing includes at least one technician. Additional technicians may be added, depending upon the complexity of set-up/strike and the actual performance/event.
- All sets/props or equipment provided by the user must meet safety standards of the College as designated by the technical staff. Anything deemed unsafe cannot be used.
- Nothing can be sold in the lobby without the express permission of the College. If permission is granted, the User will pay the College an agreed upon service charge and provide all associated labor.
- Events attended by 125 or more are required by code to have ushers present. It is the responsibility of the User to provide ushers who will be oriented to safety procedures by the College.

9.0 Food Service

All food or beverages served at meetings or events on campus must be arranged through the College food service vendor. Please coordinate requests through the Program Assistant for Course and Facilities Scheduling. Expenses will be billed directly to the User. If the College vendor is unable to accommodate User requests, the User will be authorized to make arrangements with an external vendor with the prior written approval of the College. The College reserves the right to not approve external vendors if they fail to meet health and safety parameters determined by the College in its sole discretion.

10.0 Technology Resources

Many rooms at Heartland Community College are equipped with a variety of audio/visual and computer equipment. The following is a list of the different pieces of equipment that may be available, depending on the room reserved. Please refer to the individual room diagrams to determine which resources will be available. These diagrams are linked from the [Room/Fee Schedule](#) on pg. 4. *Please note: Each room layout does not necessarily contain all of the equipment listed below.*

10.1 PC

Each PC is equipped with a USB port, and a combination CD ROM/DVD drive. The Microsoft Office 2007 Suite (including PowerPoint, Word, Excel, and Access) and access to the Internet via Microsoft Internet Explorer are provided on each computer. Each PC is connected to the room's ceiling mounted LCD-projector or wall mounted LCD monitor.

10.2 Touch Panel

A touch panel is mounted on podiums that control the room's audio/visual equipment. This panel allows the presenter to control which device's output is displayed on the room's projection system, and to control audio levels. Written "Quick Start" instructions are available at the podium in each room, and the Information Technology department can provide training by appointment.

10.3 LCD Projector, Screen and Speakers

Most classrooms, community use rooms and several of the conference rooms are equipped with ceiling-mounted LCD projectors and wall-mounted or ceiling-mounted speakers. For specifics of any particular room please see room diagrams linked in the text of the [Room/Fee Schedule](#) beginning on page 4 of these guidelines.

10.4 Cordless Mouse

The cordless mouse connected to the PC in the podium allows the speaker to control PowerPoint presentations from anywhere in the room.

10.5 Document Camera

The document camera, which can be used with either standard transparencies or plain paper, allows a meeting presenter to project documents to a large screen from a ceiling mounted LCD projector. For large and small audiences alike, the document camera can often be used more effectively than a white board. The presenter can simply place plain white paper on the document camera and write on it, and the audience can easily see the presenter's writings and drawings.

10.6 Laptop Computer Connections

In most instances, the fixed computer and audio/visual equipment provided by the College in each room can easily meet the needs of presenters. For meeting presenters that need to use their own laptop computers, cables are provided for audio and VGA connection to the room projection system. Network connectivity is NOT provided for laptop computers without special advance arrangements.

10.7 Podium Microphone

The podiums in rooms CCB1406, CCB1407, CCB2012 and the ACEC Auditorium are equipped with a fixed microphone located on the speaker's podium.

10.8 Satellite Downlink Projection

The College has a satellite dish, and satellite programming can be shown in rooms CCB1406 and CCB1407 only. Groups wishing to utilize this capability must make special arrangements with the College in advance, and additional room use charges will apply.

11.0 Frequently Asked Questions

How do I ensure that my presentation will work with the equipment at Heartland Community College?

- It is recommended that each presenter arrive early. This will allow the presenter to test the presentation in advance of the meeting. For prepared electronic presentations, the IT department offers several recommendations. If at all possible, bring the presentation on two different types of media. If this is not possible, bring two different copies on the same media. Media supported by the college provided PCs include CD ROMs and USB storage media. Since each college PC has access to the internet, files may be accessed via e-mail or other internet sharing means, as well.

What kind of technical support is available during my meeting?

- If a meeting is scheduled during regular business hours, Monday through Friday, the College's IT staff is available to assist the group. If a meeting is scheduled outside of normal business hours and technical support on campus during the meeting is desired, arrangements must be made in advance, and additional charges may apply.

What should I do in order to get technical support during my meeting?

- Contact the IT helpdesk at extension 8350. Each room available for use by the public has a telephone. Simply pick up the handset and dial this four-digit number. If an attendant doesn't answer be sure to leave a message. Someone will follow up shortly.

Is training available for the equipment in the conference rooms?

- Yes, a "Quick Start" guide is available in each room and it provides instructions on how to use the audio/visual and computer equipment available in the room. However, if a meeting coordinator or presenter would like in-person or hands-on training, an appointment can be arranged with the IT department by contacting the department's helpdesk at (309) 268-8350.

Is Internet access available for my presentation?

- Yes. Internet access is available at all instructor stations and the College has Wi-Fi as well. Contact the Program Assistant prior to your event to obtain user account credentials. All users of Heartland computer and network are expected to abide by the College's appropriate use policy, which may be found at <http://www.heartland.edu/policy/appropriateUseAtHeartland.pdf>.

Can I connect my laptop to your projector?

- Yes, however, the presenter needs to be familiar with the laptop in advance of the presentation. At a minimum, the presenter needs to know how to adjust screen resolution and how to switch

the laptop video between the laptop's built-in display and its external VGA port. While all rooms can accommodate a laptop connection, depending on the room configuration, IT assistance may be required.

I'd like to show a video on DVD. Can I do that?

- Yes, in the rooms equipped with podiums, the PC in the podium includes a DVD drive. The user will need to have a basic familiarity with the Windows operating system in order to start the DVD player software.

12.0 Room Diagrams

For specifics of any particular room please see room diagrams linked in the text of the [Room/Fee Schedule](#) beginning on page 4 of these guidelines. These diagrams indicate standard room set-ups and AV arrangements. Most rooms have multiple set-ups. These set-ups are fixed and variation is not permitted. Please indicate your preferred room set-up code at the time of request.

13.0 [Auditorium Specs Sheet](#)

14.0 [Appropriate Use of Technology Policy](#)