

America's Job Center of California

Equipment and Resource Usage Agreement

All equipment in the Resource Room is to be used for job-related purposes only. The following rules pertain to the use of Resource Room equipment:

- Resource Room:**
1. Turn cell phones on vibrate and conduct conversations outside.
 2. Dress code is business casual.
 3. Materials located in the Resource Room are not to be removed unless approved by staff.
 4. Food and drinks are not permitted.
 5. Children are not permitted.

- Computer Usage:**
1. Modifying computer settings and loading software of any kind is prohibited.
 2. Be sure to save your own copy of documents, computers have a deep freeze setting that will wipe out all saved files.
 3. Computer usage is restricted to job search activities only.
 4. NO instant messaging or chat activities permitted.
 5. Time limits of 30 minutes will be imposed on computer usage when space is limited.
 6. Printing is limited to 10 pages per day.

- Fax Machine:**
1. Fax machine transmittals will be processed by staff in the order requests are made.
 2. Incoming transmittals are permitted ONLY when pre-approved by staff and must be addressed to the attention of staff member who gave approval.

- Copy Machine:**
1. Use of colored paper is prohibited unless pre-approved by staff.
 2. Copies are limited to 10 pages per day.
 3. Ask for assistance when using the machine.

- Liability of Property:**
1. Please do not leave your personal belongings unattended. Staff is not responsible for lost, stolen, or moved items.

- Lobby:**
1. You must check in with Reception to enter the Resource Room.
 2. A responsible adult must accompany children at all times while in the lobby.
 3. Access to employee work areas is strictly prohibited unless accompanied by staff.

Compliance: Your signature below is an acknowledgement that you are informed of the policies contained on this page, understand that other rules may be applicable, and are responsible for complying with them. Customers who violate any part of this policy or use any resource improperly will be restricted from future use.

Sign

Date

California Relay Service - 711
This WIOA Title-I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.