



Office of the Head and Director
Department of Planetary Sciences
Lunar and Planetary Laboratory
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Letter of Understanding

The purpose of this LETTER OF UNDERSTANDING is to spell out the conditions of use and obligations and responsibilities accompanying the use of the Atrium and other facilities at the Lunar and Planetary Laboratory (LPL) in the Kuiper Space Sciences Building.

It is agreed that: (Name of Organization) _____

may use the following rooms at LPL: _____

on (specify date and time) _____

for the purpose of : _____.

The user agrees to clean up the area before leaving. Food and drink may be served **ONLY** in the Atrium area, and disposed of in the Atrium trash barrels. If food **is** to be served, LPL needs to know in advance, so the janitorial staff can be notified to empty the trash barrels prior to the start of classes on each of the days following.

LPL audio-visual equipment may be used **only** by persons who have been instructed in its use, either by attending one of the A-V training sessions at LPL or by one-on-one training with one of the LPL designated A-V trainers. It is understood that **NO CHANGES may be made to the settings on any of this equipment**. If special settings are required, the user is to contact Tom Kelly at 626-2025 to arrange it.

The user agrees to have a designated member of the group posted at the front door for the purpose of admitting **ONLY** authorized participants—no crashers or curious visitors—during the days and hours the building is normally locked. The user further agrees to accept responsibility for any damages caused by their use of the facility, and to repair those damages to their pre-use condition.

These conditions of use are accepted by:

Signature	print name	title	date
Representing the User Group			

Approved for LPL by:

Michael J. Drake, Head and Director	date
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