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By checking out this LMC podium key I acknowledge that:

1. This podium key is for my use exclusively. I understand that I am not to loan it to anyone else or open or close podiums for anyone else.
2. I have either received training through one of the Flex courses offered by LMC IT&S or fully understand how to work all components of all versions of the podiums at LMC’s Pittsburg and Brentwood campuses.
3. I must close and lock all podium doors and drawers after I finish using a podium.
4. I must ensure that the projector is turned off when I am finished using a classroom with a projector.
5. Individual training is not available for podium use.
6. If I am a part-time instructor I will return this key to Camme Benzler,

L-201 library administration, prior to ***December 17, 2014***.

Printed Name Key No.

Signature Date