



# Training Room Rental Policies and Procedures

## Overview

DSD's training room is located at its corporate office at 5120 Shoreham Place, Suite 280, San Diego, California. The room consists of 9 training machines, one instructor's PC, an overhead projector connected to the instructor's PC, and a wireless guest network with full Internet access. Each training machine has full Internet access and is loaded with MS Office and Adobe Acrobat.

Training room rental charges consist of four separate charges:

1. Room charge
2. Charge for creating an image of the training software
3. Charge for copying that image to each trainee's workstation
4. Charges for lunch service

The second and third charges do not apply if your trainees will access your software via CD ROMs that you provide, or if they will access your software via the Internet, or they are using their own laptops. If neither of these are true, then DSD will use VMware to create a virtual image of your software. This virtual image will then be installed on each of the trainee's workstations.

A virtual image is created in order to make sure that when you're done with your training session, there are no remnants left of your training software environment that might interfere with another trainer's software. **You may not directly install your training software on our training workstations.** If you have training software CD's for all of your trainees, then you may use those CD's to run the class, as long as no information of any kind is written to the workstation hard disk drive.

The virtual image that we create contains your entire training environment. It is an image of the version of Windows that your software runs on, plus your application software, MS Office, Acrobat and all of the standard Windows utilities and programs such as Windows Explorer. The second charge is for time spent by DSD staff in creating this virtual image. It is a one-time only charge, and if future trainees can use this same virtual image, then it can be reused over and over again.

The third charge is for copying the virtual image on to each of the trainee's workstations. We will always copy the training image on to one more workstation than you have trainees, in the event that one of the workstations has a problem. We cannot store these images on our workstations for future use, so you must pay for the copying fees each time the room is rented.

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## Room Charge

Effective May 1, 2007 the rate for renting our training classroom is \$200.00 for a half day and \$300.00 for a full day. This includes bagels or doughnuts and unlimited beverages (coffee, tea, soda and water).

## Charge for Creation of a Training Image

There is a \$105 charge to create a virtual image of your software. ***This charge does not include any time involved in installing or copying your software to the instructor's workstation.*** Any such time spent will be billed to you at \$125/hour. You can minimize this charge by installing your software yourself on our instructor's PC, at least 72 hours prior to the class. If you wish to self-install, please contact our IT Department to make those arrangements.

## Charge for Copying the Training Image to the Trainees' Workstations

Those charges are summarized below. Remember that they include copying the image on to an extra workstation, unless there are nine students in the class. That's why the cost for eight students is the same as for nine:

Number of Students	Copying Fee
2	\$60
3	\$88
4	\$102
5	\$121
6	\$148
7	\$162
8	\$181
9	\$181

As mentioned, these fees are not charged if the students will access the training software on CD ROM, or via the Internet.

## Charges for Lunch Service

Lunch can be provided for \$12.50 per person. A final headcount and any special dietary needs must be provided 48 hours in advance.

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## Other Services

If copies of any material are needed, 48 hour advance notice is requested. There will be a charge of 10 cents per page. This fee will be due on the day of class.

## Examples

*Example 1:* If you are a first time user of DSD's training room, and you'll have 4 trainees for a full day session, and the five of you want lunch service, the charges are as follows:

Room charge:	\$300.00
Create training image:	\$105.00 *
Copy training images:	\$102.00
Lunch service:	<u>\$ 62.50</u>
Total Rental Charge:	\$569.50

*\* This charge does not include any time spent installing the training software on the instructor's workstation. Any such time will be billed at \$125/hour.*

*Example 2:* If you return a month later and give another full day training class using the same training software, the charges are:

Room charge:	\$300.00
Copy training images:	\$102.00
Lunch service:	<u>\$ 62.50</u>
Total Rental Charge:	\$464.50

This charge is lower, because the existing training image can be used.

*Example 3:* If you are holding a full day training session using software for which you'll be supplying CD's, or your trainees will access your training software via Internet access, the charges are as follows:

Room charge:	\$300.00
Lunch service:	<u>\$ 62.50</u>
Total Rental Charge:	\$362.50

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## **Making Arrangements**

To reserve the training classroom, please call Paula Smith at (858) 550-5900 ext. 110 or contact her by e-mail at [paulas@dsdinc.com](mailto:paulas@dsdinc.com).

Reservations are accepted on a first come, first served basis.

## **Billing Procedures**

A 50% deposit will be due at the time of reservation. Cancellation must be received via email 72 hours prior to start of class time or the deposit will be forfeited. The remaining 50% is due on the day of the class. All fees are due on the day of class, this includes, but not limited to: lunch charges, document copying fees, training software installation fees and/or remaining deposit.

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