NOVITCH COMPUTER LAB RESERVATION FORM**

Name (Print): _________________________________________ Today’s date: ________________

☐ Faculty ☐ Resident ☐ Student ☐ Employee ☐ Other

Requests from other patrons should be submitted directly to the Access Services Supervisor

Department/class: __________________________________________ Phone: ______________

Date needed: ____________________________

Reserve from: ______ AM PM Reserve until: _______ AM PM

Purpose/topic: __________________________________________ Attendance: ____________

Multiple dates (within the same month preferred)

1. __________ 2. __________ 3. __________ 4. __________ 5. __________

Equipment needed*

☐ Room only
☐ 35 mm Slide Projector
☐ TV
☐ VHS Video Cassette Player
☐ Overhead Projector (for transparencies)
☐ LCD Projector (displays presentation from laptop on to screen)
☐ Laptop
☐ VGA Cable (cable that connects personal laptop to projector)
Other __________________________________________________________

*Please contact the Educational Media Department @ 594-4225 for any of your Audio/Visual needs. All equipment is subject to availability.

**Absolutely no Food or Beverage is permitted in the Computer Lab. Use of the Computer Lab must be in the same condition at the end of the session as at the beginning. Failure to clean-up jeopardizes future use of all Library rooms.

I have read the following rules and agree: ______________________________________

Library Director: ______________________________________________________________

11/03/2010