

AT&T Library & Technology Center Reservation Scheduling

Today's Date _____ Staff Initials _____

Group/Organization (as attendees will know it) _____

Room(s):

- Telecommunity Center (cap. 60) Computer Lab (17 stations + presenter station)
 Seminar Room (cap. 25) Main Library
 Combination of Rooms _____

Recurring? Yes No Database Instruction Tour

Date(s)/ Beginning –Ending Times: _____

Mailing Address & Zip Code _____

Contact Name _____

Phone # _____ Fax #: _____

E-mail _____ Tax ID# _____

Technology:

- Computer
 DVD
 VCR
 Video Conference
 Satellite Broadcast
 Other _____

Equipment:

- Easel
 Easel Pad
 Laptop
 Slide Projector
 Document camera/transparency projector

Need Technician Assistance? Yes No

Please remember to bring your own markers, pens, pencils, writing paper, and other supplies.

Photocopies are 10¢ each.

Use of the printer is 1¢ per page; payable at the Circulation Desk

Please refrain from loud talking and cell phone use in the Library proper.

Refreshments are allowed in the Telecommunity and Seminar Rooms; light refreshments are allowed in the Computer Lab. Catering must be provided by the University food service contractor for non-University organizations.

Reservations automatically include a half an hour each for set up and clean up by your organization.

The AT&T Library and Technology Resource Center does not provide room set up.

Special custodial services are available at an hourly rate charged by the University custodial contractor, with a four (4) hour minimum time. Your organization is responsible for any clean up necessary if this service is not required.

Any activity with an attendance of 100 or more participants requires special arrangements with Campus Public Safety at a cost to the organization at the hourly wages of each officer with a four (4) hour minimum per officer.

The management of the AT&T Library and Technology Resource Center reserves the right to limit activities to the posted hours the building is open.

The University reserves the right to Cancel your reservation without notice.

Reserver's Signature