Brooklyn College
Information and Technology Services
ROOM REQUEST FORM

Please submit ONE FORM for each class request. In cases of non-availability, you will be notified of alternate dates. Confirmation is sent for each request via interoffice or e-mail. REQUESTS MADE BY THE REGISTRAR OR THE OFFICE OF I.T.S. MAY OVERRIDE PREVIOUSLY CONFIRMED RESERVATIONS. Such overrides can occur during the first and last several weeks of each term (fall, spring and summer). If a conflict arises, we will advise you to make alternate plans.

Please deliver COMPLETED forms to Selena Threet, 1st Floor, ITS Public Computing Lab, Field Building.

**NOTE** DO NOT FILL OUT THIS FORM if you require weekly, semester-long sessions. Instead, please notify the Scheduling Department, ext. 5148.

Name: ___________________________ Date: _______ Dept: _________________ Ext: ______
E-mail address: ___________________ Authorized Signature: ____________________________

(Dean or Department Head)

REASON FOR REQUEST (Check one)

□ Class / Class Section___________ Class Title _______________________________________ # of Attendees ___
□ Meeting / Dept Name ___________________________________________________________ # of Attendees ___
□ Other (Explain) ________________________________________________________________ # of Attendees ___

LENGTH OF USAGE (Check one) Request is for □ One-day usage □ Multiple days

DAY(S) OF REQUEST (Check ALL days that apply)

□ Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday

TIME OF REQUEST (Indicate AM and/or PM) From: _______ AM / PM To: _______ AM / PM

CLASS DATES Class begins on: _______ Class ends on: _______

LOCATION OF REQUEST (Check one location below)

NOTE The open area of the Computer Lab is not available for reservations.

<table>
<thead>
<tr>
<th>ROOM / LOCATION</th>
<th>EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Win-PC Classroom A 106FB</td>
<td>32 Dell computers, 1 HP 8100 printer, projector</td>
</tr>
<tr>
<td>_____ Win-PC Classroom B 105FB</td>
<td>32 Dell computers, 1 HP 8100 printer, projector</td>
</tr>
<tr>
<td>_____ SUN Classroom 130FB</td>
<td>32 Sun Stations, 1 HP 4100 printer, projector</td>
</tr>
<tr>
<td>_____ Distance Learning Lab 114FB</td>
<td>Specialized equipment</td>
</tr>
<tr>
<td>_____ MultiMedia Classroom 129FB</td>
<td>36 Dell computers, 1 HP 4100 printer, projector, scanner CD/RW enabled, DVD/RW, VCR/Display on-site</td>
</tr>
</tbody>
</table>

List additional hardware and software requirements below.

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DO NOT WRITE BELOW THIS LINE

Date received _____ Initial_____ Date posted_____ Initial _____
Date confirmed _____ Initial_____