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.

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

List additional hardware and software requirements below.

_____

DO NOT WRITE BELOW THIS LINE

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