



Career and Re-Entry Center

YOUR FUTURE IS OUR FOCUS

Room Reservation Form

Instr/Contact Name: _____ Ph Ext. _____ Today's Date: _____

Class/Wkshp Name (e.g. Coun 140) : _____ Ticket # _____ Email _____ @edu

***Note:** All orientations and presentations consist of 20-25 minute sessions. **Example:** If you want a Library & Web orientation, please allow 40-50 minutes minimum. **The requester will receive a copy** of the completed form with the reserved dates/times confirmed. – Please Use **PEN or Online Type**.

Day /Date	Class Time	Need Help	Location	Topic Orientation	Sample Topics (Circle)
	_____ <small>Arrival Time, if different from start time</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Library <i>Or Both*</i> Computer	Topic: _____ _____ Or _____	<input type="checkbox"/> Library <input type="checkbox"/> Eureka <input type="checkbox"/> Web O/A <input type="checkbox"/> PUM <input type="checkbox"/> Choices <input type="checkbox"/> Purchase Pkts <input type="checkbox"/> SIGI <input type="checkbox"/> Work-Session Other: _____ Confirmed: Y__ N__
	_____ <small>Arrival Time, if different from start time</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Library <i>Or Both**</i> Computer	Topic: _____ _____ Or _____	<input type="checkbox"/> Library <input type="checkbox"/> Eureka <input type="checkbox"/> Web O/A <input type="checkbox"/> PUM <input type="checkbox"/> Choices <input type="checkbox"/> Purchase Pkts <input type="checkbox"/> SIGI <input type="checkbox"/> Work-Session Other: _____ Confirmed: Y__ N__
	_____ <small>Arrival Time, if different from start time</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Library <i>Or Both**</i> Computer	Topic: _____ _____ Or _____	<input type="checkbox"/> Library <input type="checkbox"/> Eureka <input type="checkbox"/> Web O/A <input type="checkbox"/> PUM <input type="checkbox"/> Choices <input type="checkbox"/> Purchase Pkts <input type="checkbox"/> SIGI <input type="checkbox"/> Work-Session Other: _____ Confirmed: Y__ N__
	_____ <small>Arrival Time, if different from start time</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Library <i>Or Both**</i> Computer	Topic: _____ _____ Or _____	<input type="checkbox"/> Library <input type="checkbox"/> Eureka <input type="checkbox"/> Web O/A <input type="checkbox"/> PUM <input type="checkbox"/> Choices <input type="checkbox"/> Purchase Pkts <input type="checkbox"/> SIGI <input type="checkbox"/> Work-Session Other: _____ Confirmed: Y__ N__
	_____ <small>Arrival Time, if different from start time</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Library <i>Or Both**</i> Computer	Topic: _____ _____ Or _____	<input type="checkbox"/> Library <input type="checkbox"/> Eureka <input type="checkbox"/> Web O/A <input type="checkbox"/> PUM <input type="checkbox"/> Choices <input type="checkbox"/> Purchase Pkts <input type="checkbox"/> SIGI <input type="checkbox"/> Work-Session Other: _____ Confirmed: Y__ N__

*****Maximum of 10 Class Visits Scheduled per Semester*** Please give 3 day cancellation notice**

****Note:** If your class has more than 32 students; you may want to reserve both Library (6 Computers) and Lab side 31 computers (plus 1 instructor)(37 computers total). Job Services have not been offered out of our center since the reorg of 2010. We will open library side (the side not being used) to other students and staff if less than 32 students are on your roster. Classes that do not show 10 minutes after the stated arrival time will be subject cancellation.

Notes or special request:

Office Use Only

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1) Date Received _____ 2) Dates entered in SARS _____ By _____
3) Checked availability and assigned staff by _____ Problem/Conflict Dates: _____

Staff Notes: _____ Rev 1, 2, 3, 4, 5

4) Copy Returned to Instr _____ By _____ Via Email, Copy in mailbox, Handed Copy