



Career and Re-Entry Center

Room Reservation Form

YOUR FUTURE IS OUR FOCUS

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	Help	Location	Topic(s)	Comments
	_____ ARRIVAL TIME _____ START/END TIME				
	_____ ARRIVAL TIME _____ START/END TIME				
	_____ ARRIVAL TIME _____ START/END TIME				
	_____ ARRIVAL TIME _____ START/END TIME				
	_____ ARRIVAL TIME _____ START/END TIME				

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

****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.

PLEASE NOTE: Classes that do not show 10 minutes after the stated arrival time will be subject cancellation.

Notes or special requests:



Office Use Only

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- 1) Date Received _____ 2) Dates entered in SARS on _____ By _____
 3) Checked availability and assigned staff by _____ Problem/Conflict Dates: _____
 Staff Notes: _____
 4) Copy Returned to Instructor on _____ By _____ Via Email, Copy in mailbox, Handed Copy