



Request for Equipment Reservation

Please return completed form to the Library

Equipment is in high demand and limited, it is available on a first-come, first-served basis.

Today's Date: _____ Requestor's Name: _____

Campus: Brown Central Fayette North

Course Number & Title: _____

One Time Request

Recurring for Whole Semester

Recurring for Certain Dates

Date: _____

Fall

Spring

Summer

From: _____

To: _____

Class Day(s): M T W TH F S Time: _____ Room: _____

Other Details: _____

***Equipment Needed:**

Mobile Lab (15 Laptops + Printer)

Cart w/ Laptop & Projector

of Students _____

TurningPoint Response Clickers

Camcorder

Document Reader

Digital Camera

Overhead Projector

Presenter/KANGURU

Other Need: _____

Do you want us to set up the equipment for you? YES NO

Other Instructions: _____

Instructor's Signature: _____

****It is the Requestor's responsibility to return all equipment, or lock Mobile Labs, in proper working order.***

Library Staff Use Only

Request Received By initials: _____ Date: _____ Calendar Input initials: _____ Date: _____

Emailed Instructor initials: _____

Updated: 7/17/2017