



STUDY ROOM RESERVATION FORM

Requesting Student: _____ UH ID# (HA0...) _____ Email: _____ Phone: _____ Group Members (PRINT LEGIBLY)	Date Needed _____ Time Requested START _____ END _____ min. 1 hr max. 2 hrs Destination Room: <input type="checkbox"/> 129K - Area 1 (Minimum 3 students) <input type="checkbox"/> 129K - Area 2 (Minimum 3 students) <input type="checkbox"/> 129K - Area 3 (Minimum 5 students)																						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 40%; text-align: center;">Sign In</th> </tr> </thead> <tbody> <tr><td>1) _____</td><td style="text-align: center;">_____</td></tr> <tr><td>2) _____</td><td style="text-align: center;">_____</td></tr> <tr><td>3) _____</td><td style="text-align: center;">_____</td></tr> <tr><td>4) _____</td><td style="text-align: center;">_____</td></tr> <tr><td>5) _____</td><td style="text-align: center;">_____</td></tr> <tr><td>6) _____</td><td style="text-align: center;">_____</td></tr> <tr><td>7) _____</td><td style="text-align: center;">_____</td></tr> <tr><td>8) _____</td><td style="text-align: center;">_____</td></tr> </tbody> </table>		Sign In	1) _____	_____	2) _____	_____	3) _____	_____	4) _____	_____	5) _____	_____	6) _____	_____	7) _____	_____	8) _____	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%; text-align: center;">Equipment returned:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> Equipment checked out: <input type="checkbox"/> Markers <input type="checkbox"/> USB Keyboard <input type="checkbox"/> USB Mouse </td> <td style="vertical-align: top; text-align: center;"> <input type="checkbox"/> Markers <input type="checkbox"/> USB Keyboard <input type="checkbox"/> USB Mouse </td> </tr> </tbody> </table>		Equipment returned:	Equipment checked out: <input type="checkbox"/> Markers <input type="checkbox"/> USB Keyboard <input type="checkbox"/> USB Mouse	<input type="checkbox"/> Markers <input type="checkbox"/> USB Keyboard <input type="checkbox"/> USB Mouse
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STUDY ROOM RULES

- No food and/or drinks.
- Equipment is for academic use **ONLY**. No movies and/or games are allowed on the displays.
- Reservations will be held for 15 minutes.
- The study rooms at the Engineering Computing Center are for use by currently enrolled Engineering students **ONLY**.
- Study rooms are available on a first come -first serve basis. However, a reservation can be made ahead of time.
- All members of your group must be present and signed in before access to the study room is given.
- **Requesting party is responsible** for damage or misuse of any requested equipment.