ECC EQUIPMENT/LAB RESERVATION FORM

In order to reserve either ECC equipment or lab, please return completed form to the ECC information desk in room W129-D3. Reservations must be made at least 48 hours prior to the requested reservation date. Additionally, reservations can ONLY be made for engineering classes, presentations and/or conferences held in the engineering buildings. The ECC supervisor (Arturo Padilla) must approve any other uses of ECC equipment.

Class & Section __________________________ Date(s) Needed______________________________

Instructor (print) __________________________ Time Requested START __________ END __________

Instructor Signature __________________________

Requesting Student __________________________ Destination Room __________________________

Purpose __________________________

Phone __________________________

E-Mail __________________________

NOTE
There is a two-hour limit on resource reservations unless otherwise approved by ECC supervisor.

Some or all requested equipment may not be available for the time/duration requested.

Contact ECC help desk at X4241 or ECC Manager, Arturo Padilla, at 3-4414 for any questions and/or problems.

Requesting party is responsible for damage or misuse of any requested equipment.

Please indicate requested equipment by placing a check in the appropriate box.

- Computer Lectern
  - W122-D
  - E319-D3
  - 102-D

- Lectern equipment
  - Microphone
  - PC CD-ROM Drive
  - DVD Player
  - VCR

- Computer Lab
  - EERC - SX280
    - Projector
  - W129 A - Dell GX280
    - Projector
  - W129 K - Sun Ultra 10

- Special Software Needed __________________________

Note: Special software must be provided to the ECC with proper licensing seven days in advance of the reservation date.

Engineering Computing Center Use Only

Received By: __________________________

Date Received: __________________________

Set-up By: __________________________