



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 _____	Destination Room _____
Requesting Student _____	NOTE There is a two-hour limit on resource reservations unless otherwise approved by ECC supervisor.
Purpose _____	Some or all requested equipment may not be available for the time/duration requested.
Phone _____	Contact ECC help desk at X4241 or ECC Manager, Arturo Padilla, at 3-4414 for any questions and/or problems.
E-Mail _____	Requesting party is responsible for damage or misuse of any requested equipment.

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

- | | |
|---|--|
| <input type="checkbox"/> Computer Lectern
<input type="checkbox"/> W122-D
<input type="checkbox"/> E319-D3
<input type="checkbox"/> 102-D | <input type="checkbox"/> Computer Lab
<input type="checkbox"/> EERC - SX280
<input type="checkbox"/> Projector
<input type="checkbox"/> W129 A - Dell GX280
<input type="checkbox"/> Projector
<input type="checkbox"/> W129 K - Sun Ultra 10 |
| <input type="checkbox"/> Lectern equipment
(W122, E319, 102-D ONLY)
<input type="checkbox"/> Microphone
<input type="checkbox"/> PC CD-ROM Drive
<input type="checkbox"/> DVD Player
<input type="checkbox"/> VCR | <input type="checkbox"/> Other _____

_____ |

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:	