

Equipment Reservation Form - 2017/2018

Instructor/ Staff Name: _____

Today's Date: _____

- Class Room/ Purpose: _____
- Off-Campus Use (signature required below)**
I understand that according to College policy, instructional equipment may be checked out for College business only.
Signature: _____

For Staff Use Only

Completed Date: _____ Completed By: _____
 Revised Date: _____ Revised By: _____
 Authorized Date: _____ Authorized By: _____

- Items Needed:**
- Cart with projector and computer
- Cart with projector only (**laptop needed**)
- Horizon Hall projector connection (**laptop needed**)
- Faculty laptop # _____ Class or 1 week (**circle one**)
- Netbook # _____ Class or 1 week (**circle one**)
- PowerPoint Clicker (**Kensington remotes don't work in Rooms 171 or 181**)
- Turning Point clickers
- Learning Commons Lab
- Other equipment/ notes: _____

- Reserve For:**
- Monday** _____
- Tuesday** _____
- Wednesday** _____
- Thursday** _____
- Friday** _____
- Dates Needed:**
- Until end of semester
- Until (date): _____
- On these dates only: _____

June							July							August							September							October							November													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3			4	5	6	7	8	1			1	2	3	4	5			3	4	5	6	7	8	9	1	2	1	2	3	4	5	6	7					1	2	3	4	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11							
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18							
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25							
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31	26	27	28	29	30																
							30	31																																								
December							January							February							March							April							May													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2	1	2	3	4	5	6			1	2	3				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4	5		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	25	26	27	28	29	30	31	25	26	27	28	29	30	31	29	30	27	28	29	30	31													
31																																																