

Computer Science Conference Room Usage Request

The CS Conference rooms (Science 204 and 205) are available for use by Computer Science and Computer Engineering majors. First priority is to use these for group projects and other class-related work. They may also be used for work related to internships and/or other discipline-related work. Finally, when available, they may be used for playing appropriate video games or watching appropriate movies with other students.

Please be aware that these rooms are monitored by a video camera. Be aware that you will be responsible for any damage to the room, furniture, or equipment which occurs as a consequence of your use. Please leave the room as good or better than you found it. Make sure to completely turn off the video projector, if you use it. You may lose privileges, or be charged for damages, or both.

This form should be turned into Mrs. Welch in Science 100, at least 2 work days in advance. After your request is approved, Mrs. Welch will provide a card which unlocks the door. This must be returned as soon as possible after use of the room.

Name of person making the request: _____ Cell phone number: _____

Your major, as listed in Pipeline: _____

Today's date: _____

Date for which conference room is requested: _____

Time for which conference room is requested: from _____ to _____

Brief description of the purpose for using the conference room:

Other persons who will be accompanying you in the conference room (list names or state 'None'):

I have read the instructions above and I hereby agree to be responsible for the appropriate use of the conference room, and liable for any damages:

Signature: _____ Date: _____

For office use only:

Approved by: _____ Date: _____ Room: _____ Card given by : _____ Card received by: _____