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: _________