

# Room Scheduling Multimedia Request Form

Date:

Please note the following policies and provisions in regards to Multimedia Room Requests:

1. Class capacity is a factor in determining building/room assignments. Specific preferences are considered but NOT guaranteed.
2. Equipment orientations are required for use of EDUC classrooms please call for appointment (747-5251)
3. Please request the use of multimedia rooms only if you plan to utilize the equipment consistently throughout the semester.
4. Food and drinks are prohibited in multimedia rooms.
5. UGLC auditoriums will be assigned on first come first serve basis.

## Section Information *(you may add various CRNs for like course/course numbers)*

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Select Term:     Summer     Fall     Spring

Section Capacity                      Subject and course number

CRNs

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## Room Attributes (please check one)

- Standard Multimedia Room (No computer in the classroom, Laptop Connections)
- PC in the classroom with digital projector and internet
- MAC computer in the room with digital projector and internet
- Computer Laboratory- one computer per student (please check building preference)
  - LACIT (LART)     Old Main     UGLC

## Additional equipment needed (please check all that apply)

- Document Camera     Overhead Projector     Wireless Microphone     Telephone
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## Building Preference (please note this does not guarantee you a classroom in the desired building)

- BUSN     COMP     COTT     CRBL     EDUC     HUDS     LART     MAIN     MNRS
  - PSCI     PSYC     QUIN     UGLC     WORR
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## Additional Requests and Comments

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**Authorizations** *(if sending electronically no signature is necessary but please copy Chair and Instructor)*

Dept. Chair

Faculty Making Request