

April 30, 2002

Malcolm A. Love Library



# Library Presentation Room Request

Name of Faculty or Staff member in Charge of Event

Phone

Email Address (Confirmation will be sent by Email)

☐

Staff

☐

Faculty

Department/Unit

Phone

Event Name -

Event Description -

Presentation Room: ☐ LL-430 ☐ LL-431 ☐ LL-430/431 Combo ☐ LL-439 ☐ LA-2203 ☐ LA-4450 **Room that**  
(one per request) OR **seats** \_\_\_\_\_

Date Needed: (MM/DD/YY) \_\_\_\_\_ Time of Day \_\_\_\_\_  
(AM or PM) from to

Alt. Alt.  
Date Needed: (MM/DD/YY) \_\_\_\_\_ Time of Day \_\_\_\_\_  
(AM or PM) from to

Equipment Needed: (Check all that apply for the room)

- ☐ Computer Color Projection System
- ☐ VHS Videotape Recorder/Player and TV monitor Combo (only in LL-431)
- ☐ Overhead Projector
- ☐ Projection Screen (ceiling mounted)
- ☐ White Board (Electronic [only in LA-4450])
- ☐ Pentium Computer (only in LL-430)
- ☐ Ethernet Connection (Internet & Networking access)
- ☐ Analog Fax/Modem Connection (Internet & Networking access)
- ☐ Mobile Blackboard
- ☐ Standing Lectern
- ☐ Presentation Podium

Please list your software needs: \_\_\_\_\_

**If you will be using your own equipment in the room, please list all items here:**

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**Are you familiar with all of the equipment in the room?** ☐ Yes ☐ No

**Would you like an orientation with our technical staff?** ☐ Yes ☐ No

**NOTE:**

- Person in charge of class or event must request training on the equipment to be used prior to the date of the event. *If training is requested, person in charge of class or event must arrange a training session at least 48 hrs in advance of event through the InfoSys Service Desk at 594-6753.*
- Person in charge must be present during the event. Room will not be opened until person in charge arrives with key from Library Administration office (LA-2250).
- Any use of media (such as videotapes or software) in the room must be in full compliance with copyright laws.
- No smoking, food or drink is allowed in the room. Person in charge is responsible for enforcing this policy.
- The room is to be left in the same condition in which it was found.
- Library Administration office (LA-2250) must be notified when use of the room is concluded.
- Person in charge agrees to accept responsibility for proper use and security of all Library equipment in the room.

**As the person in charge of the event, I agree to abide by these above requirements.**

**Signature of Requester** \_\_\_\_\_ **Date** \_\_\_\_\_

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**For Office Use Only**

**Usage Approval** \_\_\_\_\_ **Date** \_\_\_\_\_  
Director/Dean or Designee

\_\_\_\_\_  
**Library Administration Office Designee**

\_\_\_\_\_  
**Date Requester Confirmed**

\_\_\_\_\_  
**Library Administration Office Designee**

\_\_\_\_\_  
**Date Request forwarded to InfoSys**