FAIRLEIGH DICKINSON UNIVERSITY
COMPUTING SERVICES
LAB RESERVATION REQUEST

SEMESTER: ________________________________
COURSE NUMBER: _________________________ COURSE TITLE: ______________________________
DEPARTMENT: ____________________________ INSTRUCTOR: ________________________________
DEPT. MAILING CODE: _____________________ INSTRUCTOR’S EMAIL: _________________________
DEPT. PHONE NUMBER: ____________________ INSTRUCTOR’S PHONE NUMBER: ______________
DEPT. FAX NUMBER: _______________________ PREFERRED CONFIRMATION: PHONE/FAX/EMAIL
(CIRCLE ONE)

FACILITY REQUESTED: (CHECK ONE)

MADISON HACKENSACK TEANECK
PC PC PC
MULTI-MEDIA LAB (DICKINSON HALL) (UNIVERSITY HALL)

ALL COMPUTER LABS ARE EQUIPPED WITH LCD OVER-HEAD PROJECTOR. FOR MORE
INFORMATION ON AUDIO VISUAL EQUIPMENT PLEASE VISIT http://oat.fdu.edu

ROOM RESERVATION: (CHECK ONE)

☐ THE ROOM WILL BE REQUIRED FOR THE ENTIRE SEMESTER. FAX TO: ENROLLMENT SERVICES
COLLEGE AT FLORHAM - EXT. 8616, METROPOLITAN CAMPUS - EXT. 2209
☐ RESERVATION IS FOR THE FOLLOWING DAYS. FAX TO: COMPUTING SERVICES
COLLEGE AT FLORHAM - EXT. 8886, METROPOLITAN CAMPUS – EXT. 7158

TIME(S) REQUESTED:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
</tbody>
</table>

NUMBER OF STATIONS REQUIRED __________________________________________________________
SPECIAL SOFTWARE REQUIREMENTS _______________________________________________________
INSTRUCTOR’S SIGNATURE __________________________ DATE ___________________________

OFFICE USE ONLY

APPROVED YES NO DATE __________________________
PROCESSED BY __________________________ ROOM __________________________
COMMENTS __________________________________________________________________________