

**CNS Education & Outreach Facility Use Request Form – University Classes
Room A302 (Seminar Room)**

Requesting Department: _____

Department Contact: _____ Phone Number: _____

Contact Email Address: _____

Instructor Name: _____ Phone Number: _____

Instructor Email Address: _____

Course & Section Number(s): _____

Name of Class: _____

Fall Semester – Year: _____ Spring Semester – Year: _____

Day(s) of Week Needed: _____

Class Start Time: _____ Class End Time: _____

(As a courtesy to others, you must vacate the room on time.)

Special Requests/Needs: _____

I understand that:

- ✓ Only the Seminar Room (A302) is available for a semester long course.
- ✓ The EOC reserves the right to bump a class to another room if an EOC event conflicts with it during the semester. Every effort will be made to provide plenty of notice to the instructor.
- ✓ The Conference Room (A304) is **not available** for use by classes.
- ✓ I **must not** attempt to open or close the folding partition between A302 and A304 (breaking the wall will result in a request to reimburse EOC for any expenses incurred fixing it).
- ✓ The hospitality supplies in the Conference Room (A304) are **not for student use**. Instructors **MUST** keep students out of the Conference Room.
- ✓ All furniture must be put back in the original set-up once I am done with the room(s).
- ✓ Room(s) must be cleaned to the same or better condition than when I used them.
- ✓ I must bring my own copies, I will not be allowed to use EOC's copy machine.
- ✓ Rooms are scheduled on a first-come, first-served basis and are not guaranteed from semester to semester or year to year. All requests must be renewed each semester.

Instructor's Signature

Date

CNS Education & Outreach Center Facility Specs

Seminar Room (A302):

- Classroom set-up for 24 students (12 movable tables and 25 chairs – must be returned to original configuration after use)
- Projection screen and ceiling mounted projector available
- 4 white boards available (please bring your own markers)
- WiFi internet connection available for laptop use.