

TEACHING LAB RESERVATION

Instructions:

1. Use most current form available. <http://education.utsa.edu/faculty/forms>
2. Download form to your desktop and fill in the form using Adobe Acrobat.
3. Send completed form to coehdlabs@utsa.edu
4. The listed teaching labs are for COEHD faculty and staff use only.

PREPARER INFORMATION						
Name:		Dept:		Phone:		
Today's Date:						
ROOM SELECTION						
1604 CAMPUS			DOWNTOWN CAMPUS			
MB 0.328 (20)			FS 3.412 (seats 18)			
<i>Due to UTSA fire safety code, participants cannot exceed the number of seats listed above.</i>						
SELECT DAYS AND TIMES						
If you need more space to enter multiple dates, please attach your dates/times in your email along with the completed reservation form. <i>Date format MM/DD/YY time format 00:00am-00:00pm. Example: 10/30/15 3:30pm-5:30pm</i>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>NOTE: If participants are not UTSA faculty, staff or students – contact OIT ext. 5555 to request temporary log in.</i>						
RESERVATION DETAILS						
Course name/Event name:						
Number in Attendance:						
Name of Facilitator(s)/Instructor(s):						
Software, Hardware and Special Requests:						
OFFICE USE ONLY					Date Completed: _____ Staff Initials: _____	
<input type="checkbox"/> CAL <input type="checkbox"/> EMAIL <input type="checkbox"/> R25						
Notes:						