STUDY ROOM OR VIEWING ROOM RESERVATION

Rooms available:
1st floor study room
3rd floor study room
3rd floor LRC viewing room

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Class</th>
<th>Which room would you like to reserve?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Number of Students in Class</td>
<td>Need to use DVD</td>
</tr>
<tr>
<td>Phone</td>
<td>Date Needed</td>
<td>Need to use VCR</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Time Needed</td>
<td>Need chalk for chalkboard or dry erase marker?</td>
</tr>
</tbody>
</table>

**ROOM INFORMATION:**

- 1st floor study room seats 12
- 3rd floor study room seats 12 - 15
- 3rd floor LRC viewing room seats 40
- LRC viewing room is equipped with TV, VCR and DVD player (*please notify LRC staff beforehand if you need to use this equipment so that it can be set up before class begins*)
- Reservations must be made ahead of time (*at least one week before the event*)
- Rooms are handicap accessible
- No eating or drinking allowed
- Instructor is responsible for security of equipment during class
- Chalkboard is available in study rooms and dry erase board is available in viewing room.