Procedure to Reserve a Computer Lab

*At Three Rivers Community College 574 New London Turnpike Location **Only***

> The I.T. office will **NOT** reserve computer labs **OR** perform a room change by e-mail or phone. Persons seeking to reserve a lab or request a lab change must file a copy of this form with Cathy Palmer, Director of I.T, CS.

New request ☐   Modifying an existing request ☐

Name of Person Requesting Room: _____

Requestor's Phone Number: _____

Date(s) & Times for Lab Request _____

List software needed so we can be
sure you are scheduled into the
appropriate lab _____

Estimated Number of Attendees _____

I, the person named above am requesting the Three Rivers Community College IT office to reserve a computer lab for:

_____ (Reason for request)

SIGNATURE_____ DATE: _____

> You can fax or mail this form to TRCC IT's Office. *(Note: please allow 24 to 48 hours for processing).*

Fax Number: 860.889.7082
Three Rivers Community College
IT Office
574 New London Turnpike
Norwich, CT 06360

IT Office Representative:

Request received on: _____

Request approved: ____Y ____N

Date approved: _____

Form available at: \\trcc-file3\trcc forms