



## Application for Use of the Library Computer Lab

(PLEASE PRINT)

Date of application: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of authorized officer of organization: \_\_\_\_\_

Phone #: \_\_\_\_\_

Nature of Lab Use: \_\_\_\_\_

**Day** (of week) of Lab use: \_\_\_\_\_ **Date** of Lab Use: \_\_\_\_\_

Session Start Time: \_\_\_\_\_ Session End Time: \_\_\_\_\_

*(Please note end time must include ample time for clean-up)*

By signing below, as authorized officer representing the above-identified organization, I am indicating that I have read and understand the **Library Computer Lab Guidelines and Policies** and that I and my users agree to abide by the elements and conditions thereof.

Signature of applicant/authorized officer: \_\_\_\_\_

Please note: Only equipment already installed or present in Lab is available.

Blank, pre-formatted, IBM-compatible 3.5" floppy disks are available at the Circulation desk for a nominal charge.

### For Office Use Only

Application approved by Lab Coordinator \_\_\_\_\_ (initials)

Application denied by Lab Coordinator \_\_\_\_\_ (initials)

Reason for application denial:

\_\_\_\_\_

Applicant notified      Notification date \_\_\_\_\_