



# ROOM REQUEST

Date of request	Department/Group reserving room	Event date
<input type="checkbox"/> a.m. to <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to <input type="checkbox"/> p.m. <small>Time event takes place</small>	Purpose or name of event	

- BE 118
- BE 132
  
- Room use only
- Room and installed equipment
  
- Videoconference
- Webinar
- Teleconference  
(The 3 above services require attaching connection information)

### Room Logistics

<p><b>BE118</b>            Setup in a mini-theater format, the smaller, more intimate setting of the two rooms with swing-away desktop chairs. The room seats 20 and is ideal for workshops that can function with <b>dimmer lighting</b>. Equipped with a ceiling mounted LCD projector.</p>	<p><b>BE132</b>            Structured for a classroom atmosphere and allows for computer use at each station. The furniture is modular and allows for a variety of classroom configurations. The room seats 24 at tables and an additional 6 chairs are available without desk access. Equipped with a ceiling mounted LCD projector and videoconferencing.</p>
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**(No food or drink allowed in rooms except bottled water)**

I hereby acknowledge that I will be held responsible for damage or unnecessary abuse of school equipment or media resulting from the use of said items. I agree to abide by and enforce the rules and regulations of the Antelope Valley Community College District governing the use of equipment and media.

Print name of requester	Signature	Extension
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**Additional Equipment Needs**

- Document Camera
- Dry Erase Easel (small)
- Dry Erase Easel (large)
- Display Easel
- Other \_\_\_\_\_

Special Instructions \_\_\_\_\_  
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**FOR IMC USE**

- Paperwork attached   
  Approved by phone   
  Approved by e-mail

Notations \_\_\_\_\_  
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