

Continuing Education + Community Outreach
Room Needs Request Form

Instructor: _____ Course: _____

Room preference: _____

If no preference, please list the required room types and/or furniture and technology you might need:

Computer Lab Needs:

Mac: _____ PC: _____ Daily: _____ Specific dates (include dates): _____

Notes (Cintiq lab? Access to color printer?): _____

Technology Checkout needs:

Wacom tablets	Daily	Specific Dates: _____
Cintiq pens	Daily	Specific Dates: _____
Other: _____		
	Daily	Specific Dates: _____

Notes: _____

Classroom needs:

Individual desks and chairs
Long tables and chairs
Drawing benches + drawing boards
Sink
Chalkboard
Model stand
Projector
Other: _____

Notes : _____

