

# California University of Pennsylvania – Office of Lifelong Learning

## Computer Training Facility Request Form

### Eberly Computer Lab (Room 120)

This form must be submitted to the Office of Lifelong Learning at least five working days prior to the requested date for use of the lab. Requests will be granted as per the “Priority Usage Policy” and based on availability.

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_ Box Number \_\_\_\_\_

Person/Group requesting lab \_\_\_\_\_

Name of Individual Teaching in lab \_\_\_\_\_

Has the instructor been through the Lifelong Learning lab orientation program?     Yes     No

If yes, date of orientation \_\_\_\_\_    If no, have you scheduled one?     Yes/Date \_\_\_\_\_     No

Nature of Event: \_\_\_\_\_

Date(s) requested : \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Will there be any scheduled breaks (such as lunch) when all participants will be out of the lab?  
 Yes     No    If yes, from \_\_\_\_\_ to \_\_\_\_\_    (the lab will be locked at these times)

How many participants are expected to attend? (*maximum stations available is 24*) \_\_\_\_\_

What equipment will the training session require ? (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> InFocus                            | <input type="checkbox"/> Web Access     |
| <input type="checkbox"/> ELMO electronic document projector | <input type="checkbox"/> Network Access |

What software applications will be used (please list all): \_\_\_\_\_

**PLEASE NOTE:** Software CANNOT be installed without permission from the Office of Lifelong Learning.  
 \*\* Authorized Software will take a minimum of 2 weeks to be installed.

**Special Arrangements:** It is the requester’s responsibility to make special arrangements with the appropriate departments below:

1. Physical Plant (HVAC) 938-4409
2. Public Safety (Parking) 938-4299

\_\_\_\_\_  
**Requestor’s Signature** **Date**

\_\_\_\_\_  
**Calendar Coordinator** **Date**

\_\_\_\_\_  
**Executive Vice-President** **Date**