

# CLASSROOM CENTRAL RESERVATION FORM

Please understand the Classroom Central Policies and Procedures. sure the information you provide is accurate.

## CLIENT INFORMATION

Name (the client):

I am:

Faculty  Adjunct Faculty  TA  Staff  Other

If other, please specify: \_\_\_\_\_

Campus extension  
(683-5555):

683 -

Other contact phone number  
(555-1234):

-

## EVENT INFORMATION

Event Location  
(MGB 101):

Event Type:

Academic  Non-Academic

Event will be held on the  
following day(s):

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Event Start Date  
(mm/dd/yy):

 /  / 

Event Start Time  
(hh/mm):

 : 

AM  PM

Event End Date  
(mm/dd/yy):

 /  / 

Event End Time  
(hh/mm):

 : 

AM  PM

This event repeats on the day(s) and time(s) as indicated above:

Doesn't repeat  Repeats on indicated day(s) and time(s) for current semester  Other

If other, please specify:

Equipment Delivery Request:

Please deliver equipment

Will pickup equipment in Gornto 104

Intended use of equipment and other notes:

**University policy (3400-1) restricts equipment use for official business purposes only.  
Borrower is responsible for equipment damage, theft and copyright violation.**

**EQUIPMENT INFORMATION**

**ITEM QTY**


**VIDEO**

Show VHS Video CMB  
Projection TV PJTV/CM  
VHS Camcorder CMC

**ITEM QTY**


**AUDIO**

Play/Record Cassette CTP  
PA System PASY  
Audio Amplification MIX  
Microphones MIC  
Desktop Mic Stands MSTD  
Floor Mic Stands MSTF

**ITEM QTY**


**PROJECTION**

35mm Slide 35MM  
Overhead Transparency Projector OHP  
Tripod Projector Screen TSCP

**ITEM QTY**

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**COMPUTER**

Data Projector DATA  
*Laptop Required (NOT SUPPLIED)*

**PERSONNEL**

Need personnel to operate equipment

Don't need personnel to operate equipment

Other equipment supplies and needs:

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**You will be contacted regarding availability of 'other' requested items.**

**SIGNATURE**

**By signing and submitting this form, I (the undersigned) assume responsibility for any damage done to the equipment during the specified event above.**

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send via campus mail to Classroom Central, Albert B. Gornto TELETECHNET Building, Rm. 104, 683-3192; or fax to 683-5376. Submission of this form implies that you have read and understand the **Policies and Procedures** of Classroom Central. Classroom Central is on the web at <http://www.odu.edu/classroomcentral>. Equipment is subject to availability.**

# CLASSROOM CENTRAL POLICIES AND PROCEDURES

In order to better serve you, Classroom Central has implemented these Policies and Procedures. Questions about our Policies and Procedures should be directed to Classroom Central at 683-3192 or you may send email to [occs-help@odu.edu](mailto:occs-help@odu.edu).

**A. Making a Request:** Classroom Central services are provided free of charges to University faculty, Teaching Assistants, and staff. Upon receipt of a Classroom Central Equipment Request Form, resources will be reserved in the authorized faculty/staff member's name on a first-come, first-served basis. **Requests are due by noon on Thursday of the week prior to the requested date. Confirmations will be returned via e-mail by noon on Friday. Academic needs will be the top priority.**

**B. Special Requests:** Requests outside of regular hours of operation and/or regular service require the approval of the Office of Computing and Communications (OCCS) Customer Service Manager.

**C. Circulation and Loan Period:** Equipment can be delivered for a designated class period or may be picked up for a loan period of one week. Requests for time periods longer than one week require approval of the Office of Computing and Communications Services (OCCS) Customer Service Manager.

**D. Malfunctioning/Missing Equipment:** Malfunctioning/missing equipment should be reported to Classroom Central for inventory check and to arrange for the loan of replacement equipment. Theft must be reported immediately to the Office of Computing and Communications Services (OCCS) Customer Service Manager.

## E. Important Contact Numbers:

1. **Classroom Central:**
  - a. Main Office - 683-3192
  - b. Manager, Classroom Central – 683-3199
2. **Instructional Design:**
  - a. Center for Learning Technologies – 683-6106
3. **Campus:**
  - a. OCCS Customer Service Center – 683-3192
  - b. Classroom Scheduling Office – 683-4434
  - c. Webb Center Scheduling Office – 683-3436
  - d. Building Keys – 683-4269
  - e. Work Management – 683-4626
  - f. Public Safety – 683-4000

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