



Wisconsin
Instructional
Technology
Resource
Center

Room 1006 Reservation Request

Faculty Name: _____ Extension: _____

- To avoid scheduling conflicts please return this form to WITRC computer lab located in Winther Hall 1006 at least two weeks prior to your request date. Reservations are made on a first-come first-serve basis.
- Requests will be confirmed as soon as possible.
- Reservations can also be made online at <http://academics.uww.edu/witrc>
- Unless prior arrangements are made faculty members are expected to attend the class sessions reserved for student use.

Classroom Request Date(s) and Time(s)

Room Requested: (Hansel and Gretel **may not** be reserved at the same time)

____ Hansel Classroom (20)
14 Dell Computers
6 Macintosh Computers

____ Gretel Classroom (22)
13 Dell Computers
9 Macintosh Computers

____ Production Room Station A
(Scanning/Video Equipment)
1 Dell Computer

____ Production Room Station B
(Scanning/Video Equipment)
2 Macintosh Computers

How many students will be using the classroom? _____

Please provide a brief description of your needs (i.e. what software will you be using?)

Actions taken (date and initial)	Additional Comments:
Received: _____	
Approved: _____	
Scheduled: _____	