

CLASSROOM TECHNOLOGY OFF-HOUR RESERVATION FORM

Prior approval and special reservations are needed for any "off-hour use" of AIP classroom technology. "Off-hour use" is use of technology outside of regularly scheduled classroom operations. AIP classroom technology includes all equipment, tools, and facilities, including labs, studios, darkrooms, edit suites, shops, and kitchens. Off-hour use is only available to AIP faculty and their students for AIP-related activities, projects, training, or teaching preparation.

Off-hour use of technology must be supervised in its entirety by the faculty member reserving the technology.

Alumni may use AIP facilities for portfolio updates but only during normal operations and with prior approval.

Please note: Submission of this form is not a guarantee that the request will be accepted or technology be available.

FACULTY NAME:

DEPT:

HOME PHONE & EMAIL:

TODAY'S DATE:

RESERVATION DATES AND TIMES: (Any changes in reservation or cancellation require advanced notice.)

TECHNOLOGY REQUESTED: (List equipment, tools, supplies, and needed facilities.)

PURPOSE OR NEED FOR THE RESERVATION: (Attach any proposals, syllabi, or other paperwork that will help explain the activity, project, training, or teaching preparation.)

USER(S) OF THE REQUESTED TECHNOLOGY (Please list all participants: faculty and students.):

APPROVAL Required

For safety and security, some technology may require extraordinary arrangements such as direct on-site supervision or special competencies that may impact approval of this request.

Department Director Approval / Date

Dean Approval / Date

Director of Technology Approval / Date

Special Notes: