



Houston Community College Southwest Curriculum Innovation Center

713-718-7925

WL227

Training Lab Reservation Form

Instructions: Fill out the fields below, then print this form.

Sign the form and take it to the Curriculum Innovation Center, Room WL226, West Loop Campus.

The lab is available on a first-come, first-serve basis. If the dates you wish to use the Training Lab are open, your reservation will be registered. If those dates are already taken, you may choose alternative dates from the training calendar kept in the CIC. Please notify us 24 hours before your event if you need to cancel.

Date Needed (mm/dd/yyyy)

Start Time (00:00 a.m./p.m.)

End Time (00:00 a.m./p.m.)

Function

Department or Organization

Lab Technician Needed? Note: LabTechnicians must be paid for by your organization at the rate of \$11.10 per hour.

If Lab Technician needed, enter budget number:

Software Needed:

Note: Aside from standard operating system software and MS Office, no specialized software will be installed without proof of proper software licenses, if required.

Special Hardware Needs

Note: The lab is equipped with 18 computers, flat panel monitors, CD ROM drives, a data projector, projector screen, and whiteboard. Check with the CIC technician on duty for special hardware availability.

Name of Responsible Party

Phone:

Signature: _____

Date: