

Procedure to Reserve a Computer Lab

at Three Rivers Community College

The I.T. office will **NOT** reserve computer labs **OR** perform a room change by e-mail or phone. Persons seeking to reserve a lab or request a lab change must file a copy of this form with Cathy Davenport, Director of IT, CS.

New Request

Modifying and existing request

Requestor's Phone Number: _____

Date(s) & Times for Lab Request: _____

List software need so we can be
Sure you are schedules in the
appropriate lab _____

I, the person named above, am requesting the Three Rivers Community College IT office to reserve a computer lab for:

_____ (Reason for request)

SIGNATURE _____ DATE _____

You can fax or mail this form to TRCC IT's Office. *(Note: please allow 24 to 48 hours for processing).*

Fax Number: 860.889.7082
Three Rivers Community College
IT Office
574 New London Turnpike
Norwich, CT 06360

IT Office Representative:
Request received on: _____
Request approved: ____Y ____N
Date approved: _____

Form available at: <\\trshare\trcc forms>