University of Houston Clear Lake
Distance and Off-Campus Education
2700 Bay Area Blvd.
Houston, TX 77058
Phone: 281-283-3031
E-Mail: disted@uhcl.edu
www.uhcl.edu/disted

Please complete this form entirely.
Print and fax to 281-226-7117   OR   Scan and E-mail to
Lisa Gabriel at Gabriel@uhcl.edu.

Room Reservation Form

The following form should be completed to request a room for off-campus locations. Please complete the form before the start of the semester for *semester use* and at least two weeks in advance for *one time use* to ensure that classroom technical equipment needs may be met. **Every attempt will be made to accommodate a request. Unfortunately, some resources may not be available at a specific off-campus location.** Please complete the form, print and fax to 281-226-7117 or follow instructions above to e-mail.

Date:

Time:

Reserve by:

Name:

E-mail:

Phone:

Location:

Semester:

Subject, Catalog # and Class # (i.e. ADSU 6130 - 01234):

Type of Room Needed:

Total # of People (excluding instructor):

Begin Date:

End Date:

Begin Time: ○ AM ○ PM

End Time: ○ AM ○ PM

Event Description   (i.e. Open House, Special Lecture, Information Session, Exam Review Session):

Equipment Needs   * *Indicates resource is not available at all off-campus locations*

☐ **Overhead Projector***   ☐ **Laptop Computer***

☐ **Document Camera***   ☐ **LCD Projector***

☐ **VHS/DVD/CD Player***   ☐ **Television***

☐ **Podium with Microphone***

Additional Needs

PLEASE READ!

ALL Cinco Ranch classrooms have an instructor computer at the front of the room connected to a ceiling-mounted projector.

Instructions on how to log-in are located with the equipment in each room at each site.

ALL Pearland classrooms have an instructor computer, projector and screen.

ALL Sugar Land classrooms have an instructor computer with DVD burner, projector, pull down screen, a DVD/VCR player, and connections for a laptop computer. In addition, some rooms have an electric screen, speakers, and a control system that activates and runs the equipment.

FOR INTERNAL USE ONLY

Handled by

Date Received

Date Completed

NOTES