



DTS Number

COMPUTER LABORATORY RESERVATION FORM

NOTES:

- a) This form must be received at the ITS Help Desk at least **one (1) week** before the date of the activity/event.
- b) This form needs be prepared in **one (1) copy** only. Each form should cover only one (1) activity/event.
- c) The following must be attached to this form:
 - **ACTIVITY FORM (A-Form)** duly signed by the authorized signatories, if event is "for non-academic classes"
- d) The following transactions/services are not covered by this form:
 - Printing services
 - Use of sound systems including microphones
- e) Software to be installed should be submitted **three (3) working days** before the date of the activity/event.

REQUESTER INFORMATION			
Name		Department / Office	
DLSU Email Address		Contact Number	

ACTIVITY INFORMATION			
Nature of Activity	<input type="checkbox"/> Course Offering Schedule <input type="checkbox"/> Special Class <input type="checkbox"/> Make-up Class <input type="checkbox"/> Mid-Term Exam <input type="checkbox"/> Final Exam	<input type="checkbox"/> Grade Consultation Day <input type="checkbox"/> Meeting <input type="checkbox"/> Institutional Event <input type="checkbox"/> Others Specify: _____	
Event	<i>For Academic Classes</i>		
	Course Code		Section
	Faculty Name		
	<i>For Non-Academic Classes</i>		
	Name of Activity		
Description			
Number of Participants			
Composition of Participants	<input type="checkbox"/> Are Exclusively from DLSU <input type="checkbox"/> Majority from DLSU <input type="checkbox"/> Majority are from Outside DLSU		
With Sponsors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	With Tickets/Seminar Fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Details			

RESERVATION DETAILS			
Preferred Computer Laboratory			
Start Date/Time		End Date/Time	
Software Requirements			
Remarks			

CONFORME	
_____ Requester's Signature over Printed Name	_____ Department Head/Faculty Adviser's Signature over Printed Name

-----To be accomplished by ITS -----

Assigned Laboratory		Date & Time Requested	
Approved By		Date & Time Approved	