Laboratory Reservation Request*
Computer Science Department

Contact Information

Primary:

_____ _____
Last Name   First Name

_____ _____
UTEP e-mail   Cell Number

Alternate:

_____ _____
Last Name   First Name

_____ _____
UTEP e-mail   Cell Number

Student ID Numbers (if applicable) _____

Reservation Details

Room(s):   ☐ 1.0410   ☐ 1.0704   Other: _____

Time: _____

Date(s):   _____

Event Name: _____

Electronic Access Required?   ☐ Yes   ☐ No   If Yes, Date/Times: _____

By signing this document, you agree that you will fulfill the following rules:

- The equipment in the laboratories is there to help students succeed academically. Please take good care of the computers, printers and other equipment.
- Please do not give a non-authorized person access by logging in for the person or sharing your password.
- Drinks must have a secure top to prevent spillage. Eating is not permitted in the labs.
- You are responsible for leaving the room as you found it and for reporting any issues encountered.
- **Do not unplug any cables in the lab**. There is wireless internet access in the building; you can find more information on the technology support website at UTEP.
- Please immediately report any malfunctions of equipment to the CSTech team with the following information:
  - Your UTEP login (if you have one)
  - PC Name (found on the white label on each machine)
  - A brief description of the problem
- For assistance, contact the CSTech team in CCSB Room 1.0608, by phone to 747-8840, or by sending an email to **cstech@utep.edu**.

<u>Failure to follow these rules may result in loss of privileges.</u>

_____   _____
Signature   Date