

# *Open Computer Labs Reservation Request*

## **3M Resource & Mentoring Center**

Library 1st Floor Ext: 5064

**OPEN LAB 205** Science Building Ext: 7445

**OPEN LAB 402A** Xavier South Ext: 5202

**OPEN LAB MAC** St. Joseph Hall Ext: 7236

Please return the completed form to the Resource and Mentoring Center via: Email: [Jhorne@xula.edu](mailto:Jhorne@xula.edu) or Fax (504) 520-7957.

Name of Program: \_\_\_\_\_ Name of Program Director: \_\_\_\_\_

Department Responsible for Program: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Age Range: \_\_\_\_\_ to \_\_\_\_\_ \*

Duration of Program: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

If daily use is not required for the duration of the program, Please specify needed dates: \_\_\_\_\_

Printing Privileges Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, Department will billed upon program completion.)

\*Please Note: Department Monitors must accompany Groups with individuals under the age of 16

Preferred Lab Time (1st Choice): \_\_\_\_\_

Preferred Lab Time (2nd Choice): \_\_\_\_\_

Lab Preference: RMC \_\_\_\_\_ Lab 205 \_\_\_\_\_ Lab 402A \_\_\_\_\_ Mac \_\_\_\_\_