

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 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 _____