

**Natural Sciences Education & Outreach Facility Use Request Form – University Classes  
Room A302 (Seminar Room)**

Requesting Department: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Instructor Email Address: \_\_\_\_\_

Course & Section Number(s): \_\_\_\_\_

Name of Class: \_\_\_\_\_

☐ Fall Semester – Year: \_\_\_\_\_ ☐ Spring Semester – Year: \_\_\_\_\_

Day(s) of Week Needed: \_\_\_\_\_

Class Start Time: \_\_\_\_\_ Class End Time: \_\_\_\_\_

*(As a courtesy to others, you must vacate the room on time.)*

Special Requests/Needs: \_\_\_\_\_

**I understand that:**

- ✓ The NSEOC reserves the right to bump a class to another room if an NSEOC event conflicts with it during the semester. Every effort will be made to provide plenty of notice to the instructor.
- ✓ The Conference Room (A304) is **not available** for use by classes.
- ✓ I **must not** attempt to open or close the folding partition between A302 and A304 (breaking the wall will result in a request to reimburse NSEOC for any expenses incurred fixing it).
- ✓ The hospitality supplies in the Conference Room (A304) are **not for student use**. Instructors **MUST** keep students out of the Conference Room.
- ✓ All furniture must be put back in the original set-up once I am done with the room(s).
- ✓ Room(s) must be cleaned to the same or better condition than when I used them.
- ✓ I must bring my own copies, I will not be allowed to use NSEOC's copy machine.
- ✓ I need to shut down computers and/or projector, turn off lights and ensure that the door is locked if I am the last one using the room for the day.
- ✓ Rooms are scheduled on a first-come, first-served basis and are not guaranteed from semester to semester or year to year. All requests must be renewed each semester.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

**Natural Sciences Education & Outreach Center Facility Specs**

**Seminar Room (A302):**

- Classroom set-up for 24 students (12 movable tables and 25 chairs – must be returned to original configuration after use)
- Projection screen and ceiling mounted projector available
- 4 white boards available (please bring your own markers)
- WiFi internet connection available for laptop use.