

**Natural Sciences Education & Outreach Facility Use Request Form – University Classes  
Room B302 (Learning Studio)**

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.
- ✓ 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.
- ✓ 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.
- ✓ 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.

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

\_\_\_\_\_  
Date

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

**Learning Studio (B302):**

- Seats for ~50 students (2 per sciplex)
- 25 Dell Optiplex 620 computers with Windows XP (software includes Microsoft Office, Google Earth, Firefox, LabPro and Arc Explorer)
- 1 black and white printer (heavy use of this printer will result in a request to reimburse NSEOC for paper and toner)
- 5 white boards available (please bring your own markers)
- Set-up to do scientific experiments (hoods, air, gas, vacuum, balances, sinks, distilled water)
- 1 Epson BrightLink Interactive LCD Projector available (use of the interactive capabilities requires a special pen that NSEOC may ask users to purchase)