

General Access Computer Lab Reservation Form

If you would like to reserve one or more of the general access computer labs*,
please complete this form and return to:

Renae Owen, Davis Library 131

Please note if your request requires software other than those that are standard to all labs (e.g. word processing, spreadsheet, internet access, email access). Requests need to be made as far in advance as possible. Labs that are available on a limited basis only are noted below. All labs are reserved on a first-come- first-served basis excepting the Davis library computer classroom that has a priority use for library training needs. Other departments may reserve the Davis library computer classroom as available.

For additional copies of this form or for more details of open lab hours and specialized software available, visit the computer lab web site at www.samford.edu/labs or call Renae Owen at x2846.

Course ID / Title	Date(s) and Times Needed	Lab Needed*	Software Needed	Instructor Name and Phone #

*General Access Computer Labs Currently Available:

- Chapman Hall, room 212 (limited basis only)
- Brooks Hall, room 105 (west lab only)
- Davis Library Technology Classroom Room 040
- University Center (Journalism), room 113
- University Center (Composition), room 309 (limited basis only)
- Healing Arts Center, room 103-C