

## ***Lecture Center Technology Request Form***

*\*The room must be reserved through the Office of Student Involvement & Leadership first*

Student Group/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

LC Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_

Date: \_\_\_\_\_ End Time: \_\_\_\_\_

***\*Request must be made at least 24 hours in advance***

Contact Person: \_\_\_\_\_

Campus Address: \_\_\_\_\_

The equipment will be made available 15 minutes prior to the event through 15 minutes after the scheduled ending time. At that point the system will automatically shut down. Please note that you are responsible for the equipment during your scheduled event. If you have any questions, please contact the Classroom Technology Support office during business hours at 442-3647 or email [smartclass@albany.edu](mailto:smartclass@albany.edu).

**Signature** \_\_\_\_\_

*Please note the following:*

1. ITS provides support only during normal scheduled class hours. Support is not available on weekends.
2. The podium has a fixed microphone and external laptop and audio connections for a guest PC/laptop. The guest PC/laptop is selected from the touch panel. Software installed on the instructor's PC is available by selecting the PC from the touch panel; other software cannot be installed.
3. ITS reserves the right to suspend usage of lecture center equipment by student groups if the activity interferes with academic classes.

\_\_\_\_\_ Office Use Only \_\_\_\_\_

Form Reviewed: \_\_\_\_\_

R25 Schedule: \_\_\_\_\_

Event Scheduled: \_\_\_\_\_