

REQUEST / RESERVATION FORM

Today's Date: _____ Program Name/Staff Name: _____

Purpose: _____

Person Making Request (print name): _____

Cell Phone: _____ E-Mail: _____

REQUEST IS FOR: (Circle One)

WEGMAN'S CARD BUILDING KEY CAMERA *CAMCORDER DISPLAY BOARD *LAPTOP
*STATLER CARD LIGHTPRO (PROJECTOR) EVENT BOX *CELL PHONE RECORDER

NEEDED ON:

Pick up Date: _____ Time: _____

Return Date: _____ Time: _____

ADVISOR'S SIGNATURE: _____ Date: _____

Must have advisor's signature prior to purchases and reservations.

INSTRUCTIONS: All Reservations require at least 24-hour prior notice to "Needed On" date. No exceptions.

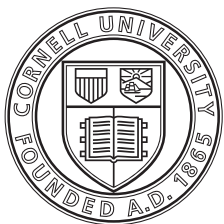
WEGMAN'S CARD: Be sure to tell cashier – no tax. Must return card to Kim Swartz no later than 8:30 a.m. the next business day. Write your name, program, and account number on receipts and give a copy to Kim Swartz and send the originals to Cindy Dowdall.

BUILDING KEY: Must be returned no later than 8:30 a.m. the next business day to Carol Rundle. Must sign key contract along w/\$25.00 deposit. Deposit refunded when key is returned.

LAPTOP, STATLER CARD, CELL PHONE, AND CAMCORDER ARE FOR STAFF USE ONLY.

Requests for keys, camera, display board, event box, cell phone and recorder should be given to Carol Rundle. Requests for Wegman's card, laptop, Statler card, and camcorder should be given to Kim Swartz.

Approved/Denied* By _____ Placed on calendar (date) _____



Cornell University
Public Service Center

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