

This form must be completed and submitted 10 business days before class/event to allow time for hardware, software, firewall, and room configuration setup. Please fill out all fields below where applicable. You can open and save form in Acrobat Reader, email to TEC@state.ca.gov. Please see our Room Cancellation Policy [Room Reservation Guidelines](#) and [Usage Policy](#). For additional information, please call (916) 739-7502.

Contact Name: _____ Phone No.: _____ Email: _____ Title: _____
Dept. /Div., Company: _____

Name of Class/Event: _____ Type: Meeting Class

Date(s) for Room Request: _____ Time(s) Requested: _____

No. of Attendees: _____ Instructors/Presenters: _____

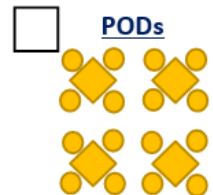
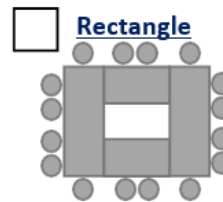
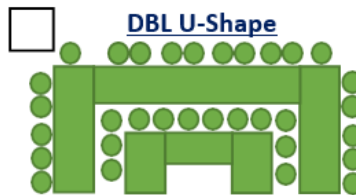
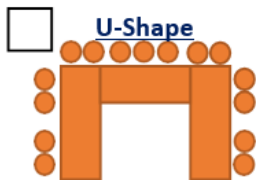
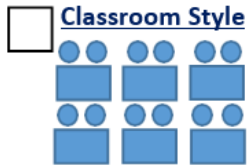
Check all hardware requirements below for Class/Event: Computer w/ overhead screen/projector Easel(s)
 Microphone: Lapel Handheld Telephone Conference w/speaker White Board PTT Clicker

Other: _____

List of software application requirements for Class/Events:

List all internet URLs needed for class/event: (i.e., CDT.ca.gov, Google.com):

What type of room configuration do you require? (Please select one)



Do you need any special accommodations? (Check all that apply):

Reception Table Catering Table (Rooms A/B/C only) Reserved wheelchair area

Other: _____

(All Paper Materials, Copies, Manuals, Supplies, Pens, Notepads, Etc. are to be supplied by Requester)

Will you be catering for your event? Yes No

(No Food or Open Drink Containers are allowed in the Labs 101/102)

If yes, please give details: _____

List any Firewall ports needed (for internal customers only): Port # _____ Port # _____ Port # _____

Comments/Additional Requests: _____

I have read and agree to abide by the Training & Education Center Reservation Guidelines (I understand that by typing name below, I have read and agree to all terms of the Room Reservation Guidelines and Usage Policy and approve this request to reserve the training room.)

Electronic Signature of Responsible Requestor: _____ Title: _____

[CLICK HERE TO SUBMIT FORM](#)