



**University of San Carlos
The Library System**

**Josef Baumgartner Learning Resource Center
Space Utilization Form**

USC Affiliated Activities/Non-USC Users

Please fill up two copies and submit to Information Desk/KNC Librarian ONE WEEK before the reserved date.

PURPOSE (Please Check)

- | | |
|--|---|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Seminar/Workshop/Training |
| <input type="checkbox"/> Symposium/For a/Lecture | <input type="checkbox"/> Meeting/Discussions (Roundtable) |

AREA/VENUE WITHIN LRC:

<input type="checkbox"/> DOL Conference Room	Discussion Room	
<input type="checkbox"/> Faculty Conference Room	<input type="checkbox"/> Ground Floor (10)	<input type="checkbox"/> Upper Second Flr. (18)
<input type="checkbox"/> Virtual Training Room	<input type="checkbox"/> Ground Floor (18)	<input type="checkbox"/> 3 rd Floor (10)
<input type="checkbox"/> Exhibit Room	<input type="checkbox"/> Upper Second Flr. (10)	<input type="checkbox"/> 3 rd Floor (18)

Date: _____ **Time:** _____

Organizer/Host/Sponsor: _____

Target Audience: _____ **How many?** _____

MATERIALS NEEDED:

Equipment: (Please Check & Indicate how many is needed)

- | | | |
|--|--|---|
| <input type="checkbox"/> Computer(s) _____ | <input type="checkbox"/> Sound System | <input type="checkbox"/> White Board(s) _____ |
| <input type="checkbox"/> Laptop(s) _____ | <input type="checkbox"/> Microphone(s) _____ | |
| <input type="checkbox"/> LCD _____ | | |

Please accomplish the following:

1. Requested by:

Signature over Printed Name

2. Endorsed by:

Department Chair/College Dean/Administrative Head
(For USC Affiliated Activities)

3. Verified /Assessed by:

Information Desk/KNC Librarian

Date: _____

Assessment Charges:

Use of Space: _____

Use of Additional Equipment: _____

Other Charges: _____

Total: _____

4. Bursar for Payment: OR# _____ Amount _____

5. Attach a copy of Official Receipt with the Form for Approval from:

Director of Libraries

Date Approved:

VP Administration

Date Approved: