

**CHARLOTTE PUBLIC SCHOOLS
BUILDING/TECHNOLOGY USE REQUEST**

*Please return to Charlotte Community Education
Fax: (517) 541-5745 or Email: lakesb@charlottenet.org*

Today's Date

Contact Person scheduling this class/course

Address City Zip

Phone Number () - (Daytime) () - (Evening)

Email Address Fax #() - ()

Course/Class Name

Class Instructor Number of Participants

Date(s) requested Time(s) requested

Purpose of building use

Where

HIGH SCHOOL: (p

Gym Lecture Room Classroom # Cafeteria

MIDDLE SCHOOL:

Gym Aux Gym AR (activity room) Cafeteria Cafetorium

Planning Room Classroom # Conference Room (5/6) (7/8)

ELEMENTARY SCHOOLS:

Galewood Gym Parkview Gym Washington Gym Weymouth Gym

COMPUTER LABS:

HS Media Center HS Career Prep Lab HS Lab 409 HS Lab 410

HS CAD HS RM 321 HS RM 338 HS RM 340

MS RM E110E MS RM E106 MS E110D MS E117

GA Lab PA RM 106 PA RM 107 WA Lab WE Lab

Hardware Needed: IBM (Laptop) Internet Access CD player Data Projector

Video Projector Video Screeed Digital Visualizer DVD Video Projector

Video Screen Lectern Microphone Wireless Hand Held Microphone

Wireless Lavalieri Microphone Additional Microphone Audio Assistance System

Cable TV Computer Presentation Mini Disc Player Overhead Projector

Sound Reinforcement VCR

Technology Staff Assistant needed? Yes No

Special requests: _____

