

Lucas County Training Lab Reservation Form



Use this form to reserve the LCIS Training Lab. You can check the PC Training Lab schedule online by viewing the shared LCIS Training Calendar in Outlook. This form and your work order must be submitted 7 business days prior to the class/event to allow time for technical setup and configurations. If you are making a reservation on someone else's behalf, please be certain that person for the requested reservation can be reached via the information you provide. Contact the LCIS Help Desk 419-213-4037 for questions about reservation instructions.

Today's Date:

Contact Name:	Lucas County Employee?	Yes	No
Phone #:	Email:		
Name of Event:			
Dates/Times Requested:			
Number of Attendees:	Number of PC's Needed:		
Presenter Name:	Presenter Email:		

Check all hardware/software requirements below:

Remote participation	PC/Monitor	Laptop Connection	Podium
Smart Board	Internet Connection	HDMI Cable	USB Cable
Microsoft Office	Oracle Access	Other Software (List name of software below)	

Non-County laptop connection needed:	Yes	No
Does every participant have a county email account/network log-in?	Yes	No
List all internet website/URL addresses to be used:		
List any special accommodations:		

I have read and agree to all terms of the LCIS Training Lab Reservation Guidelines and Usage Policy and approve this request to reserve the Lucas County PC Training Lab.

Signature of Requestor:

Title:

Date: