

Booked by:

Date:

Dept / Society Name:

Status +:

Telephone:

Email:

Module:				
U/G Teaching (√) <input type="checkbox"/>		P/G Teaching (√) <input type="checkbox"/>		
Other (√) <input type="checkbox"/> (please state)				
Charge code:				
Building/room:				
Date start:		end:		
Time start:		end:		
Equipment:				
Dept will collect (√) <input type="checkbox"/> Learning & Teaching Room Support to Set up (√) <input type="checkbox"/>				
If requiring a computer or laptop, please indicate the system required or if using own laptop				
PC University IT Account (√) <input type="checkbox"/>		Own laptop (√) <input type="checkbox"/>		
Stand Alone(√) <input type="checkbox"/> Inc CD(√) <input type="checkbox"/> USB Port(√) <input type="checkbox"/>				
Day equipment required:				
Please indicate weeks required				
Wk(No)	W/c	(√)	Actual Date*	
LTRS Booking No*	(14)	23 Jan	<input type="checkbox"/>	
(15)	30 Jan	<input type="checkbox"/>		
(16)	06 Feb	<input type="checkbox"/>		
(17)	13 Feb	<input type="checkbox"/>		
(18)	20 Feb	<input type="checkbox"/>		
(19)	27 Feb	<input type="checkbox"/>		
(20)	06 Mar	<input type="checkbox"/>		
(21)	13 Mar	<input type="checkbox"/>		
(22)	20 Mar	<input type="checkbox"/>		
(23)	01 May	<input type="checkbox"/>		
(24)	08 May	<input type="checkbox"/>		
(25)	15 May	<input type="checkbox"/>		
(26)	22 May	<input type="checkbox"/>		
(27)	29 May	<input type="checkbox"/>		
(28)	05 Jun	<input type="checkbox"/>		
(29)	12 Jun	<input type="checkbox"/>		
(30)	19 Jun	<input type="checkbox"/>		

Module:				
U/G Teaching (√) <input type="checkbox"/>		P/G Teaching (√) <input type="checkbox"/>		
Other (√) <input type="checkbox"/> (please state)				
Charge code:				
Building/room:				
Date start:		end:		
Time start:		end:		
Equipment:				
Dept will collect (√) <input type="checkbox"/> Learning & Teaching Room Support to Set up (√) <input type="checkbox"/>				
If requiring a computer or laptop, please indicate the system required or if using own laptop				
PC University IT Account (√) <input type="checkbox"/>		Own laptop (√) <input type="checkbox"/>		
Stand Alone(√) <input type="checkbox"/> Inc CD(√) <input type="checkbox"/> USB Port(√) <input type="checkbox"/>				
Day equipment required:				
Please indicate weeks required				
Wk(No)	W/c	(√)	Actual Date*	
LTRS Booking No*	(14)	23 Jan	<input type="checkbox"/>	
(15)	30 Jan	<input type="checkbox"/>		
(16)	06 Feb	<input type="checkbox"/>		
(17)	13 Feb	<input type="checkbox"/>		
(18)	20 Feb	<input type="checkbox"/>		
(19)	27 Feb	<input type="checkbox"/>		
(20)	06 Mar	<input type="checkbox"/>		
(21)	13 Mar	<input type="checkbox"/>		
(22)	20 Mar	<input type="checkbox"/>		
(23)	01 May	<input type="checkbox"/>		
(24)	08 May	<input type="checkbox"/>		
(25)	15 May	<input type="checkbox"/>		
(26)	22 May	<input type="checkbox"/>		
(27)	29 May	<input type="checkbox"/>		
(28)	05 Jun	<input type="checkbox"/>		
(29)	12 Jun	<input type="checkbox"/>		
(30)	19 Jun	<input type="checkbox"/>		

* LTRS to complete

+ Student Societies: Only

registered committee members can hire from Learning and Teaching Room Support (everybody on your signatory list).

+ Students: LTRS will require written authorisation from your course tutor before the booking is accepted.

If you wish to book a training session on how to use the equipment, please contact us on Ext 2919.

Incorrectly completed forms will not be processed. Any queries please ring Ext 2919.

A copy of this form showing the booking number for each date, will be sent to you and this number must be quoted when requesting amendments to a booking. Please inform us if any equipment booked is no longer required, and of any alteration to the timing or location of a booking.

PTO for additional booking forms

FOR LTRS USE ONLY

Date received:

Date entered:

By:

Date Confirmed:



Block Booking Continuation Form – Semester 2, 2016-2017

Module:				
U/G Teaching (✓) <input type="checkbox"/>		P/G Teaching (✓) <input type="checkbox"/>		
Other (✓) <input type="checkbox"/> (please state)				
Charge code:				
Building/room:				
Date start:		end:		
Time start:		end:		
Equipment:				
Dept will collect (✓) <input type="checkbox"/>		LTRS to Set up (✓) <input type="checkbox"/>		
If requiring a computer or laptop, please indicate the system required or if using own laptop				
PC Uni IT Account (✓) <input type="checkbox"/>		Own laptop (✓) <input type="checkbox"/>		
Stand Alone(✓) <input type="checkbox"/>		Inc CD(✓) <input type="checkbox"/> USB Port(✓) <input type="checkbox"/>		
Day equipment required:				
Please indicate weeks required				
Wk(No)	W/c	(✓)	Actual Date*	LTRS Booking No*
(14)	23 Jan	<input type="checkbox"/>		
(15)	30 Jan	<input type="checkbox"/>		
(16)	06 Feb	<input type="checkbox"/>		
(17)	13 Feb	<input type="checkbox"/>		
(18)	20 Feb	<input type="checkbox"/>		
(19)	27 Feb	<input type="checkbox"/>		
(20)	06 Mar	<input type="checkbox"/>		
(21)	13 Mar	<input type="checkbox"/>		
(22)	20 Mar	<input type="checkbox"/>		
(23)	01 May	<input type="checkbox"/>		
(24)	08 May	<input type="checkbox"/>		
(25)	15 May	<input type="checkbox"/>		
(26)	22 May	<input type="checkbox"/>		
(27)	29 May	<input type="checkbox"/>		
(28)	05 Jun	<input type="checkbox"/>		
(29)	12 Jun	<input type="checkbox"/>		
(30)	19 Jun			

Module:				
U/G Teaching (✓) <input type="checkbox"/>		P/G Teaching (✓) <input type="checkbox"/>		
Other (✓) <input type="checkbox"/> (please state)				
Charge code:				
Building/room:				
Date start:		end:		
Time start:		end:		
Equipment:				
Dept will collect (✓) <input type="checkbox"/>		LTRS to Set up (✓) <input type="checkbox"/>		
If requiring a computer or laptop, please indicate the system required or if using own laptop				
PC Uni IT Account (✓) <input type="checkbox"/>		Own laptop (✓) <input type="checkbox"/>		
Stand Alone(✓) <input type="checkbox"/>		Inc CD(✓) <input type="checkbox"/> USB Port(✓) <input type="checkbox"/>		
Day equipment required:				
Please indicate weeks required				
Wk(No)	W/c	(✓)	Actual Date*	LTRS Booking No*
(14)	23 Jan	<input type="checkbox"/>		
(15)	30 Jan	<input type="checkbox"/>		
(16)	06 Feb	<input type="checkbox"/>		
(17)	13 Feb	<input type="checkbox"/>		
(18)	20 Feb	<input type="checkbox"/>		
(19)	27 Feb	<input type="checkbox"/>		
(20)	06 Mar	<input type="checkbox"/>		
(21)	13 Mar	<input type="checkbox"/>		
(22)	20 Mar	<input type="checkbox"/>		
(23)	01 May	<input type="checkbox"/>		
(24)	08 May	<input type="checkbox"/>		
(25)	15 May	<input type="checkbox"/>		
(26)	22 May	<input type="checkbox"/>		
(27)	29 May	<input type="checkbox"/>		
(28)	05 Jun	<input type="checkbox"/>		
(29)	12 Jun	<input type="checkbox"/>		
(30)	19 Jun			

* LTRS to complete

- + Student Societies: Only registered committee members can hire from Learning and Teaching Room Support (everybody on your signatory list).
- + Students: LTRS will require written authorisation from your course tutor before the booking is accepted.

Incorrectly completed forms will not be processed. Any queries please ring Ext 2919.

A copy of this form, showing the booking number for each date, will be sent to you and this number must be quoted when requesting amendments to a booking.

Please inform us if any equipment booked is no longer required, and of any alteration to the timing or location of a booking.

