University of Leicester

Block Booking Form – Term 1, 2016-2017

LEARNING & TEACHING ROOM SUPPORT

Booked by: Date:

Dept / Society Name: Status +:

Telephone: Email:

Module:	
U/G Teaching (√)☐ P/G Teaching (√)☐ Other (√)☐ (please state)	
Charge code:	
Building/room:	
Date start: end: Time start: end:	
Equipment:	
Dept will collect (√)☐ Learning & Teaching Room Support to Set up (√)☐	
If requiring a computer or laptop, please indicate the system required or if using own laptop PC University IT Account (√)☐ Own laptop (√)☐ Stand Alone(√)☐ Inc CD(√)☐ USB Port(√)☐	
Day equipment required:	
Please indicate weeks required	

Wk(No) W/c	(√)	Actual Date*	LTRS Booking No*
(1) 26 Sep	☐		
(2) 03 Oct	☐		
(3) 10 Oct	☐		
(4) 17 Oct	☐		
(5) 24 Oct	☐		
(6) 31 Oct	☐		
(7) 07 Nov	☐		
(8) 14 Nov	☐		
(9) 21 Nov	☐		
(10) 28 Nov	☐		
(11) 05 Dec	☐		

*** LTRS to complete**

+ Student

Module:	
U/G Teaching (√)☐ P/G Teaching (√)☐ Other (√)☐ (please state)	
Charge code:	
Building/room:	
Date start: end: Time start: end:	
Equipment:	
Dept will collect (√)☐ Learning & Teaching Room Support to Set up (√)☐	
If requiring a computer or laptop, please indicate the system required or if using own laptop PC University IT Account (√)☐ Own laptop (√)☐ Stand Alone(√)☐ Inc CD(√)☐ USB Port(√)☐	
Day equipment required:	
Please indicate weeks required	

Wk(No) W/c	(√)	Actual Date*	LTRS Booking No*
(1) 26 Sep	☐		
(2) 03 Oct	☐		
(3) 10 Oct	☐		
(4) 17 Oct	☐		
(5) 24 Oct	☐		
(6) 31 Oct	☐		
(7) 07 Nov	☐		
(8) 14 Nov	☐		
(9) 21 Nov	☐		
(10) 28 Nov	☐		
(11) 05 Dec	☐		

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:	
Details entered on sheet:	Portable Data Projector ☐	Laptop ☐	Display Boards ☐	Van booked ☐	Staff Authorisation Received: ☐

University of Leicester

Block Booking Continuation Form – Term 1, 2016-2017

LEARNING & TEACHING ROOM SUPPORT

Module:	
U/G Teaching (√)☐ P/G Teaching (√)☐ Other (√)☐ (please state)	
Charge code:	
Building/room:	
Date start: end: Time start: end:	
Equipment:	
Dept will collect (√)☐ LTRS to Set up (√)☐	
If requiring a computer or laptop, please indicate the system required or if using own laptop PC Uni IT Account (√)☐ Own laptop (√)☐ Stand Alone(√)☐ Inc CD(√)☐ USB Port(√)☐	
Day equipment required:	
Please indicate weeks required	

Wk(No) W/c	(√)	Actual Date*	LTRS Booking No*
(1) 26 Sep	☐		
(2) 03 Oct	☐		
(3) 10 Oct	☐		
(4) 17 Oct	☐		
(5) 24 Oct	☐		
(6) 31 Oct	☐		
(7) 07 Nov	☐		
(8) 14 Nov	☐		
(9) 21 Nov	☐		
(10) 28 Nov	☐		
(11) 05 Dec	☐		

Module:	
U/G Teaching (√)☐ P/G Teaching (√)☐ Other (√)☐ (please state)	
Charge code:	
Building/room:	
Date start: end: Time start: end:	
Equipment:	
Dept will collect (√)☐ LTRS to Set up (√)☐	
If requiring a computer or laptop, please indicate the system required or if using own laptop PC Uni IT Account (√)☐ Own laptop (√)☐ Stand Alone(√)☐ Inc CD(√)☐ USB Port(√)☐	
Day equipment required:	
Please indicate weeks required	

Wk(No) W/c	(√)	Actual Date*	LTRS Booking No*
(1) 26 Sep	☐		
(2) 03 Oct	☐		
(3) 10 Oct	☐		
(4) 17 Oct	☐		
(5) 24 Oct	☐		
(6) 31 Oct	☐		
(7) 07 Nov	☐		
(8) 14 Nov	☐		
(9) 21 Nov	☐		
(10) 28 Nov	☐		
(11) 05 Dec	☐		

*** 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.