

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"/>		
<b>If requiring a computer or laptop, please indicate the system required or if using own laptop</b>				
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:				
<b>Please indicate weeks required</b>				
Wk(No)	W/c	(√)	Actual Date*	LTRS Booking No*
(10)	27 Jun	<input type="checkbox"/>		
(11)	04 Jul	<input type="checkbox"/>		
(12)	11 Jul	<input type="checkbox"/>		
(13)	18 Jul	<input type="checkbox"/>		
(14)	25 Jul	<input type="checkbox"/>		
(15)	01 Aug	<input type="checkbox"/>		
(16)	08 Aug	<input type="checkbox"/>		
(17)	15 Aug	<input type="checkbox"/>		
(18)	22 Aug	<input type="checkbox"/>		
(19)	29 Aug	<input type="checkbox"/>		
(20)	05 Sep	<input type="checkbox"/>		
(21)	12 Sep	<input type="checkbox"/>		
(22)	19 Sep	<input type="checkbox"/>		
(23)	26 Sep	<input type="checkbox"/>		

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(22)	19 Sep	<input type="checkbox"/>		
(23)	26 Sep	<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:
Details entered on sheet: Portable Data Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Display Boards <input type="checkbox"/> Van booked <input type="checkbox"/> Staff Authorisation Received: <input type="checkbox"/>				

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Time start:		end:		
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