**USF Sarasota-Manatee and Lifelong Learning Academy**
**Faculty Classroom Room Request Form**
*(To be completed 6 weeks prior to first day of classes)*

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>Semester:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors Name:</td>
<td>College:</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Course Ref #:</td>
<td>PFX_Crs_No:</td>
</tr>
<tr>
<td>Time(s)/Day(s):</td>
<td>Est. Enrollment:</td>
</tr>
</tbody>
</table>

- **Lecture Capture Room B106 (Capacity 16 computers/24 chairs)**
  - Exact Date(s) Needed:
  - Software/Description: *In order to ensure this software will be available, this request and all software, manuals, and license information must be delivered to Technology Services (Room A319) no later than 6 weeks prior to the beginning of classes.*

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- **Seminar classroom configuration (A217-cap30, B334-cap15)**
  - Exact Date(s) Needed:

- **Laptop Ready Room**
  - (B206 – 36 capacity)
  - (B226 – 54 capacity)
  - (B229 – 54 capacity)
  - (B336 – 40 capacity) – *These rooms have tables with electricity that are fixed in place in the room*
  - Exact Date(s) Needed:

- **Flexible Laptop-ready Room**
  - (B224 – 30 capacity)
  - *This classroom has tables with casters that can be moved around and electric outlets along the walls*
  - Exact Date(s) Needed:

- **Laboratory Space (Mote)**
  - (2004 Chemistry Lab 24 capacity)
  - (2006 Biology Lab 24 capacity)
  - *The College of Arts and Sciences has first priority for the lab space.*
  - Exact Date(s) Needed:

- **Laboratory Space (Lakewood Ranch)**
  - (1001 Culinary Lab 44 capacity)
  - (1002 Culinary Lab 32 capacity)
  - *The College of Hospitality & Technology Leadership has first priority for the lab space.*
  - Exact Date(s) Needed:

- **Selby as Classroom**
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday (104 capacity)
  - Exact Date(s) Needed:
Video Conference ○ (USFSM -A205 capacity 42, ○ USFSM - B240 - capacity 16) ○ (NP 204 - capacity 24)

Exact Date(s) Needed:  

Special Software in ANY Classroom (Classroom Number ________________)

Software/Description:  

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Routing Information:
1. Faculty completes requests and submits to college/academy coordinator
2. College/academy coordinator reviews and submits to Laurie Delagardelle, Facilities, B128H
3. Laurie processes form, assigns room, and forwards copies to Jennifer Shideler, Budget Office, Brian Mudd, Technology Services, and College/Academy staff
4. College/academy support staff will submit Archibus work requests to complete this process.

FP&M Use only Room Assignment:  Date Completed:  