



## Altgeld Gardens Digital Resource Center Reservation Request Form

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The following information is required to reserve the Digital Resource Center (DRC) for recurring or one time activities. Approval of a request is at the discretion of Metropolitan Family Services' (MFS) management and will depend on appropriateness of activity for the DRC, other classes scheduled, level of supervision, capacity and other criteria. Reservations MUST be made at least two (2) weeks in advance of requested date(s). A separate request must be completed for each activity. All participants must adhere to the Digital Resource Center's Usage Guidelines and Instructions. Please email the completed form to [altgeldlab@thecha.org](mailto:altgeldlab@thecha.org). If you have questions, please contact the Digital Resource Center at 773/928-4116 or MFS at 773-824-0309.

**PLEASE FILL OUT FORM COMPLETELY**

Requestor: \_\_\_\_\_ (Printed Name)      Phone # : \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Requested Dates/Times: \_\_\_\_\_

Activity: \_\_\_\_\_

Number of Participants: \_\_\_\_\_      Age Range: \_\_\_\_\_

Individual(s) Supervising Activities:

Name	Phone #	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

Projector: Yes \_\_\_ No \_\_\_      Instructor Computer: Yes \_\_\_ No \_\_\_      Printer: Yes \_\_\_ No \_\_\_

Websites to be Accessed: \_\_\_\_\_

Software requested: \_\_\_\_\_

Other requests: \_\_\_\_\_