Lake Parc Place Digital Resource Center

Reservation Request Form

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 Centers for New Horizon’s 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 Reservation Request Form must be completed for each activity. All participants must adhere to the Digital Resource Center’s Usage Guidelines. Email the completed form to lakeparclab@thecha.org. If you have questions, please contact the DRC at 312-786-6617.

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: ____________________________