Wentworth Gardens 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 Employment & Employer Services' 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 wentworthlab@thecha.org. If you have questions, please contact the DRC at 312-913-7007.

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: _______________________________________________________________