



All request should be made 24 hours in advance and are subject to a first come, first reserve policy.

Requests for Reservations of a Creative Media Center Computer Cart can be made by:

1. GSU School of Art & Design Graduate Student.
2. GSU School of Art & Design Full or Part-Time Faculty members.
3. GSU School of Art & Design Graduate Teaching Assistants who are listed currently as being associated with the Ernest G. Welch School of Art & Design.

Complete this form to temporary checkout cart based Macintosh computer equipment from the Creative Media Center during Open Lab times when accompanied by the required proof of identity in the form of:

1. Georgia State University Identification Card.
2. Proof of current enrollment (student teachers only).
3. Local phone number and contact information.

Please supply the following information concerning your computer cart request.

Contact Information:

Date Requested: _____ Time of class: _____ until _____

Your name: _____

Title of class and name of Instructor: _____

Primary software needed: _____

Room number where class is scheduled to be held: _____

Number of students scheduled for class: _____

Faculty Information:

Office Number: (____) _____ Cell Number: (____) _____

Email Address: _____

Terms of Agreement:

1. This equipment must be used within the Art & Humanities Building.
2. It can not be disconnected or have any component modified or switched out with other equipment
3. It can not be altered or separated from the computer cart
4. It can not be left in the hallway, classroom, or loaned to another person other than the individual who has requested its use.
5. I understand that the computer cart should be returned to the Creative Media Center /AH460 and that it can not be left in a classroom or hallway. In the event that the CMC is closed when I attempt to return it (see schedule at time of reservation of checkout), I understand that it should be taken to the Art Office located in Suite 117 which requires a key for entrance after business hours of 8:30am until 5:15pm. No exceptions.

Signature of User: _____ Date: _____