



Reservation Form for CSET Laboratories

Reservation must be made at least two weeks in advance. The availability of the labs is subject to existence of previous reservations. Please check the lab schedule before filling the form.

1. Reservation Details

Lecturer/Staff Name: _____ Unit: _____

Course: _____ Section: _____

Email: _____ Phone: _____

This reservation is for: exam Lecture/Lab Tutorial/Training/Short Courses

2. Which CSET Lab do you wish to reserve?

Lab 220 Lab 233 Lab 302 Lab 325

3. When do you wish to reserve the lab? (2 weeks notice is required)

Date		Time and duration of each Lab		No. of Students
From: _____	To: _____	From: _____	To: _____	_____
From: _____	To: _____	From: _____	To: _____	_____
Weekly <input type="checkbox"/>	Day: _____	From: _____	To: _____	_____
<i>In case of weekly reservation: Date From: _____ Date To: _____</i>				

4. What software do you need during your lab class?

Unit Coordinator & Lecturer	
Lecturer Signature: _____	Date: _____
I hereby certify that my faculty will fully comply with all requirements for use of the CSET lab.	
Unit Coordinator Signature: _____	Date: _____
CSET Coordinator & Lab Incharge	
CSET Coordinator Signature: _____	Date: _____
Lab Incharge Name: _____	
Lab Incharge Signature: _____	Date: _____

Note: Reservation will **NOT** be confirmed until this form has been **completed in full**.



COMPUTER LAB USE GUIDELINES/POLICES

In order to promote a productive working environment, the following policies are established at all CSET dedicated computer labs (Lab-233, Lab-302 & Lab-325), except General Purpose lab (Lab-220). Because security of the CSET computer & labs is critical to the success of 24-hour access, you are responsible for secure and orderly use of the labs at all times.

ACADEMIC CLASSES

The computer labs serve as instruction facilities as well as general purpose usage. Priority is given to classes and CSET lab hours, but in case other unit/centre wanted to use the facilities they are welcome on the prior permission (already discussed in the AAC meeting). Students must exit a computer lab upon the instructor's request if the instructor is teaching a scheduled class.

ACCESS KEYS

- Key for the lab will be issued to the entire user with prior permission of the CSET Coordinator.
- The keys are the property of the CSET and they must be surrendered upon request by the lab in-charge.
- Report the lost / stolen key immediately to one of the lab in-charge or CSET Coordinator.
- There will be no duplicate keys nor the keys are transferable at any case.

FOOD AND DRINKS

Students are not permitted to bring open food or drinks into any computer lab. Students are not permitted to consume food or snacks in a computer lab nor they are allowed to smoke.

COMPUTER LAB PHONES

Phones located in any computer lab are for help desk calls (TECHNICAL PROBLEMS) or emergency phone calls to security. These phones are not to be used for any other purpose because conversations may distract other students.