

Professional Development Learning Center

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ROOM RESERVATION REQUEST

*Reservations are subject to change based on administrative need at any time.
PLEASE SUBMIT ONE SEPERATE FORM PER NEW EVENT or BREAKOUT SESSIONS*

Contact Person: _____ Department/Site: _____

Date of Request: _____ Contact Phone #: _____

Title of Activity*:

*Title must match MyPGS Course Title (provide Course and Section # below). If there is no course, please state exact name announced to participants that it may be advertised on the marquee with the PDLC Rooms Schedule guide.

MyPGS Course # & Name (if applicable) : _____

Number of Participants: _____

Instructions: Rooms can be reserved for set up, please indicate if you need the room earlier than the event time. Actual time of event will be posted on the marquee with the PDLC Rooms Schedule guide for participants. If you have breakout sessions, you should make a note on the main session form submission and submit a seperate form for each breakout room.

Set-Up Date	Time of Reservation	Event Date	Actual Event Time

Requests: All equipment must be signed out and returned at the end of the session

Tripod Laptop Extension Cord Microphone
 Video Elmo/Doc Reader **Other Need:**

Notes/ Detail:

NOTE! Facilitators are responsible to review and share with participants the PDLC room guidelines for the space provided. The use of the PDLC facility is intended for SDOC staff, and no child care is provided. A response to your request will be sent via e-mail to the contact person, please enclose any additional notes in the text of your email and attach the completed form.

By selecting "Agree" you are stating that you have read the PDLC Room Guidelines and that you will take responsibility for the care of the space we have provided

I agree with and accept PDLC Reservation responsibilities.

FOR A CONFIRMATION: Please send form to - profdevhelp@osceolaschools.net