

RESERVATION FOR USE OF LIBRARY CO-LAB (Individual and Group Use)

Name of Responsible Individual: _____

Name of Group: _____

Name of Program: _____

Address of Responsible Individual: _____

Email Address: _____ Phone: _____

Anticipated Attendance: _____

Date of Reservation: _____ Day of the Week: _____

Start Time: _____ End Time: _____

Equipment Needs: *Check all that apply on attached page.*

Projector? Yes No

Laptop? Yes No

User Agreement on File? Yes No (***signed user agreement is required for Co-Lab use***)

I have read the Collaborative Laboratory (Co-Lab) Policy and Collaborative Laboratory (Co-Lab) Reservation Policy and agree to abide by them and all other referenced policies.

I agree to take responsibility for all unregistered members of my group for the reserved time.

Names (full): _____

Signature: _____ Today's Date: _____

Approved? Yes No

Staff Initials: _____

Co-Lab Equipment (Check all that apply)

- Best Press starch
- Bone folders
- Button Maker 3" (cost: \$0.10 per button)
- Button Maker 2.25" (cost: \$0.10 per button)
- Button Maker 1" (cost: \$0.10 per button)
- Clip on desk lights
- Crayola colored pencils
- Crayola crayons
- Crayola markers
- Cricut 12×24 mats
- Cricut Maker
- Cricut tools & mats
- Cricut washable fabric pen
- Decorative scissors
- Dry-erase marker kit
- Electric pencil sharpener
- Fussy cut templates
- Gluesticks
- Iron
- Ironing board
- Kids scissors & caddy
- Left-handed scissors
- Paper trimmer (12")
- Pencils
- Pens
- Scissors
- Self-healing rotary mat
- Sewing Machines
- Sharpies
- Silicone craft mat
- Stapler
- Tape dispenser
- Ultra fine Sharpies
- Washer Stamper jewelry kit (cost: \$0.50 per washer, cord included)