CLASSROOM OR COMPUTER LAB RESERVATIONS

- Requests to reserve a classroom or computer lab will no longer be accepted by telephone or in person.

- All requests must be made by e-mail to cjkornik@wpi.edu or mroncone@wpi.edu at least 24 hours in advance, and include the following:
  - Dates(s) of reservation.
  - Start-time.
  - End-time.
  - Purpose of the reservation.
  - Expected # of attendees.
  - Room preference (if any).
  - Sponsoring student organization.
  - Contact person in charge / e-mail address.

- No reservation is considered final unless an e-mail confirmation is made by the scheduler.

- If card-access is needed for off-time reservations, confirmation from WPI Police must also be made.

- Requests will be honored on a first-come, first-served basis.

- If the intended use is cancelled, the space-reservation must also be cancelled by e-mail notification to the scheduler. Failure to cancel a reservation is grounds for denial of future requests.

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