

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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