

# Epson Equipment Booking Form

Lillian F. and Milford J. Harris Library  
Mandel School of Applied Social Sciences / Case Western Reserve University

Note\* This form is to only be used by MSASS faculty or staff to book the projector equipment.  
No phone or in-person reservations will be taken. This form is to be printed off and sent to the Harris Library.

Name (Please Print) \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date(s) equipment is needed \_\_\_\_\_

Time equipment is needed \_\_\_\_\_

Cart or Portable \_\_\_\_\_

Course Name & Number \_\_\_\_\_

Do you need projector for out of the building? Indicate by checking yes or no.

Yes

No

I have read the policies and procedures.

Signature: \_\_\_\_\_

**When your request is confirmed, you will be sent an email message.**