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.