



Charles Hayes Digital Resource Center Reservation Request Form

The following information is required to reserve the Digital Resource Center (DRC) for recurring or one time activities. Approval of a request is at the discretion of Employment and Employer Services' management and will depend on appropriateness of activity for the DRC, other classes scheduled, level of supervision, capacity and other criteria. Reservations MUST be made at least two (2) weeks in advance of requested date(s). A separate request must be completed for each activity. All participants must adhere to the Digital Resource Center's Guidelines and Instructions. Please email the completed form to ficlab@thecha.org. If you have questions, please contact Gloria McDaniel at 312-913-7132.

PLEASE FILL OUT FORM COMPLETELY

Requestor: _____ (Printed Name) Phone # : _____

Email Address: _____

Organization: _____

Requested Dates/Times: _____

Activity: _____

Number of Participants: _____ Age Range: _____

Individual(s) Supervising Activities:

Name	Phone #	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

Projector: Yes ___ No ___ Instructor Computer: Yes ___ No ___ Printer: Yes ___ No ___

Websites to be Accessed: _____

Software requested: _____

Other requests: _____