

S.C. O'Neal Sr. Library & Technology Center  
Room Reservation Form  
For Students, Faculty, Staff and Administration Only\*

Contact Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Rooms Available:    Room 112 – First Floor Classroom  
                             Room 116 – Lecture Hall  
                             Room 202 – Group Study Room  
                             Room 218 – Second Floor Classroom

Room Requested: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Time(s) Needed: \_\_\_\_\_

Group/ Individual Name: \_\_\_\_\_

Number Expected: \_\_\_\_\_

Equipment Available:        Television  
                                      VCR  
                                      DVD  
                                      LCD Projector  
                                      Overhead Projector

Equipment Needed: \_\_\_\_\_

Not all equipment is available in every room. If you have questions please call the reference desk at (256) 551-5207.

\* Community groups needing information about reserving rooms in the S.C. O'Neal Sr. Library and Technology Center should contact J. F. Drake State Technical College at (256) 539-8161 for further details.