

# Learning, Teaching & Innovative Technologies Center

Middle Tennessee State University  
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## Request to use the Conference Room

The Learning, Teaching and Innovative Technologies Center's conference room is available periodically for use by other departments as long as that use meets the center's faculty development mission statement: ***The Center will create a community of faculty who develop, improve and integrate creative and effective use of appropriate pedagogy and technologies to enhance student learning.***

Availability must be verified by an employee of the center and will not exceed normal campus hours (8:00 a.m. to 4:30 p.m.), and is available during the business week only (Monday – Friday).

1. Name of department/center that is requesting use of the LT&ITC conference room

\_\_\_\_\_.

2. Date of use and time needed \_\_\_\_\_.

3. Title of event \_\_\_\_\_.

4. How many people are expected to attend this event?

5. Will food be served, and if so, who is responsible for the clean-up? \_\_\_\_\_

\_\_\_\_\_

6. Explain how the event/meeting meets the center's mission of faculty development.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Contact person, phone number, and e-mail \_\_\_\_\_

\_\_\_\_\_.

5. Date request is made \_\_\_\_\_.

For LT&ITC use only

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_