

**Learning Commons Reservation Form**

First & Last Name

Phone Number/Email Address

Employed By Orange County Schools?

Job Title & Place of Employment

Title/Type of Event

Reservation Date

Reservation Time Including Set Up & Clean Up

Technology Needs (projector, screen, laptop, working sound, clicker, microphone, etc...)

Have You Been Trained On How To Operate OHS Learning Commons Technology?

If you answered NO to the question above when can you come in for training?

Person Responsible for Learning Commons equipment, furniture, books, & clean up of entire space after event?

**Clean Up Duties:**

Please make sure all tables, chairs & soft furniture is placed back in correct spots. All tables should be cleaned & floor vacuumed if any type of food or beverage was given out to participants. Remember students are not allowed to eat in the Learning Commons during school hours, so it's very important that the space is clean for the next school day.

**Please note if you move any tables they must be lifted and carried. Do NOT slide tables on the floor because it causes the table legs to come loose and fall off. Remember to lock the LC doors before leaving.**

**For Media Specialist To Fill Out Only**

Note Any Issues

The Space Was Left Clean & All Furniture Put Back In Correct Spots.

Learning Commons Doors were locked