

Project Workstation Reservation

Frey 252 Engineering Project Workstations

Project Information

Project: _____

Project Contact: _____

ID Number: _____ Class Year (students only): _____

Email: _____ Phone: _____

Workstation Information

Each project workstation consists of a work table, a computer, and a lockable project cart.

Workstation Number: _____ Academic Year: _____

Workstation Computer

By reserving a project workstation and signing below you and your team agree to abide by Messiah College's computing access policy. A complete copy of this and other policies governing computer use may be found at:

<http://www.messiah.edu/offices/its/policies/>

Messiah Computer Bar Code Number: _____

Project Contact's Signature: _____ Date: _____

EE/CE Technician's Signature: _____ Date: _____

Workstation Cart

Each workstation includes a lockable senior project cart. Up to four project team members may obtain keys for the cart. Each team member must sign for and pick up a key individually. Keys must be returned in the spring semester before the end of the academic year.

Workstation Number (Cart Number): _____

Key #1

Name: _____

Sign-out Date: _____ Signature: _____

Return Date: _____

Key #2

Name: _____

Sign-out Date: _____ Signature: _____

Return Date: _____

Key #3

Name: _____

Sign-out Date: _____ Signature: _____

Return Date: _____

Key #4

Name: _____

Sign-out Date: _____ Signature: _____

Return Date: _____