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: ________________

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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: _______________