

SUNY College at Old Westbury Weekend/Holiday/Off Hour Computing Services Request Form

The purpose of this form is request Computer Room System Support on weekends, holidays, and off hours. Please fill out this form completely and return it to Computing Services, Campus Center, G100.

Requests must be submitted a minimum of **2 weeks** prior to the event.

Please note that College approved external events requiring support from Computing Services may incur an extra services fee applied by the College.

Thank You.

Please print legibly

Department/Organization: _____

Event/Purpose: _____

Date of Event: _____

Event Start Time: _____ End Time: _____

Systems Needed: _____

Contact
Person: _____ Phone: _____

Divisional Vice-President for Approval:

Print: _____ Signature: _____

Date: _____