

# Duke Office of Information Technology

## Reserve a Lab

Duke faculty, staff, or students may reserve an OIT computer lab for Duke-related functions. During Fall and Spring semesters, computer labs may be reserved for a maximum of four hours per session. During Fall and Spring breaks, labs may be reserved for a full day.

To reserve a lab, follow these steps:

1. Check the [lab reservation schedule](#) for lab availability.
2. Fill out and submit the form below.
3. Fill out [this form](#) to request special software in the labs (if needed).

You will be contacted with confirmation within two business days.

Notice: In order to login to the computers in the OIT computer labs you must have a valid Duke [NetID](#). To [print](#) in the OIT labs requires a DukeCard.

First name:

Last name:

Status:

Department/ organization:

E-mail address:

Phone number:

Office/ resident hall address:

Lab requested:

Start date:

End date:

Day(s) of Week :

Class Time(s):

Occasional time(s): *(List dates and times)*

Course/ session name:

Instructor/ trainer:

Duke Office of Information Technology - [www.oit.duke.edu](http://www.oit.duke.edu) - (919) 684-2200 - [help@oit.duke.edu](mailto:help@oit.duke.edu)