

Akron First Seventh-day Adventist Church

Laptop Usage Request Form

Please fill out this form completely and return it to the church office.

Event Information

Contact Person: _____ Church Ministry: _____

Email Address: _____ Phone Number: _____

Event Description: _____

Date/Time: _____

This is an offsite event. Please list the location: _____

Laptop Reservation Policy

1. The church laptop is only to be used for Akron First Seventh-day Adventist church related events and must be cleared prior to use. In the case of an emergency need, please contact the Pastor.
2. All offsite uses of the laptop require approval of this form. For any use of the laptop on the church grounds the approval of this form reserves the laptop for your event.
3. Laptop usage requests must be submitted for approval at least one week preceding your scheduled event.
4. For any cancellations or changes that must be made regarding your request, please notify the church office as soon as possible.

Laptop Usage Policy

1. Unauthorized downloading of software to the church computer is prohibited. Please contact the church office if you need to have any additional software installed on the computer.
2. Please remove any documents installed on the computer before it is returned to the church office.

Laptop Software

The church laptop is currently running Windows Vista and has the following software installed.

Microsoft Word 2002	Powerpoint Viewer 2007	Excel Viewer 2007	Open Office 2.3
Microsoft Works 8.5	Adobe Reader 8	Internet Explorer 7	Mozilla Firefox 2
Media Player 11	jZip	Paint.NET	

I have read the laptop reservation and usage policy and agree to follow the above guidelines. I understand that completion of this form does not guarantee a reservation.

Signature

Date

For Office Use Only

Received Date:

Approved Date: