



Sullivan County Board of Cooperative Educational Services

Distance Learning Network

6 Wierk Avenue Liberty, NY 12754-2116
Telephone (845) 295-4000 Fax (845) 295-3407
Email distancelearning@scboces.org



Room Use Form
2007-2008

Date(s) Requested: \_\_\_\_\_

Location(s) Required:

- checkbox Eldred CSD checkbox Fallsburg CSD checkbox Liberty CSD checkbox Roscoe CSD
checkbox Sullivan BOCES checkbox Tri Valley CSD checkbox Other \_\_\_\_\_

Hours: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Person Requesting Room: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Course / Name / Group: \_\_\_\_\_ No. of People: \_\_\_\_\_

District Approvals:

Administrators for Eldred CSD, Fallsburg CSD, Liberty CSD, Roscoe CSD, SC BOCES [RPEC], and Tri Valley CSD.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_
Elizabeth Huggler, Director of Distance Learning

Any additional fees associated with an event will be billed back at cost. Distance Learning Network fees could include ISDN Program charges, line charges if applicable, satellite fees if applicable, technician support if applicable, and facilities fees if applicable.

Facilitators are the responsibility of each receiving site.

The office must be notified of cancellation at least 48 hours in advance.

Please fax completed form to 845-295-3407 or email a copy of completed form to distancelearning@scboces.org.
If you have any questions concerning the use of the Distance Learning Network, please contact Elizabeth Huggler, Director, Distance Learning at 845-295-4051.