



Community Education Center

Mobile Learning Lab Request (Form A)

All requests for Mobile Learning Lab events need to complete all the information below and be sent to Jack Kortz jkortz@coloradomesa.edu with a copy to Kurtis Armstrong kuarmstr@coloradomesa.edu. A minimum of 2 weeks' notice is normally needed to reserve MLLs for events.

Submission Date: _____ Credit/Non-Credit/Event _____

Who is Making the Request (contact info): _____

What address will the MLL be going to:

Department being represented:

Which MLL is being requested:

Name of the event, training, or class:

What is the host's contact information:

Is this for demonstration or to deliver training:

Who is the audience that will attend (HS students, business partners, etc.):

Who will be teaching the training/demonstration:

Will the teacher/demonstrator be riding in semi:

What date(s), and time(s) will the MLL need to be ready for the event?

When does the event end (time/day):

What is the preferred parking area as requested by the event host (be specific). Is there adequate access for semi and trailer (70 feet), parking, and electric hook-ups at this location (describe entrance, exit, etc.)

How are the expenses for the MLL travel and supplies being paid:
