

Dear Teachers,

We pray that your room assignments and equipment will help you enhance your teaching experience. Please use the form below to communicate any requests for a change to your room set up, or equipment needs. One week advanced notice is appreciated. We will make every effort to fulfill your request. Please do not ask New Life Hospitality to make changes to your room – all requests are to be routed through the HCEC Operations Manager.

Thank you,
HCEC Operations Manager

HCEC FACILITY REQUEST / FEEDBACK FORM (Use during the semester)

Teacher Name:

Phone Number:

Class Name:

Email:

Room number:

Day:

Time:

Single Time Set Up or Equipment Request

Equipment Malfunction

Long Term Set Up Change Request

Please describe your request or the equipment malfunctions occurring:
(Please be specific and detailed):

Route to: Operations Manager