

How to Reserve a Space or Equipment at the DML

Spaces and equipment can be reserved in advance through email and in-person at the front desk in the Digital Media Lab. Advanced reservations are highly recommended because others may submit reservations days or weeks in advance. The following describes how to reserve equipment.

Walk-In Requests

Approved students and faculty may request to checkout space and/or equipment. Although reservations are not a requirement to checkout equipment, the ability to fulfill walk-in requests is limited to the availability of the current resources and any upcoming reservations



Walk-In Reservations

Approved students and faculty can also fill out Reservation Request forms for future equipment checkout. Students and faculty who use this option have greater ability to select pickup and return times based on equipment availability and lab hours.



Email Reservations

Approved students and faculty may also fill out our pdf Reservation Request form, found on the Digital Media Lab website, and email the request to the lab @ digitalmedialab@uwlax.edu. Reservations are not guaranteed until you receive a confirmation email from the Lab.



Fine Print

Reservations cannot be transferred to another individual. Approved students and faculty have a 30-minute grace period within working Lab hours to pick up equipment before it will be released for others to checkout.

