Date:	/	/	

## Application for Use Facilities of Information and Media Center

To Director of Information and Media Center

I hereby apply for use facilities.

Department	Job title Name							
Contact	e-mail	1			Extension:			
Date and			( )	:	~	:		
time of use	/	1	( ) ( ) O (day of week	: : ) Start :	$\sim$ $\sim$ time $\sim$	: : End : time)		
Specific								
Purpose								
Facility	☐ Computer room 1 ☐ Computer room 2							
Check the box	<ul> <li>□ Multimedia Class room</li> <li>□ Research Computer room</li> <li>□ Video Meeting room (□ Polycom , □ Studio)</li> </ul>							
	□Other (						)	
Specific								
Equipment								

(R1.5)

Caution: Write the time of use by 24-hour clock.