

Date of application: \_\_\_\_\_

## Application for the Use of the Information and Media Center

To Director of the Information and Media Center

I apply for the use of the Information and Media Center as follows.

Department	Job title	Applicant
		Applicant's seal
Contact	e-mail	Extension:
Date of the use	Year/Month/Day (Day of the week) : - : Year/Month/Day (Day of the week) : - : Year/Month/Day (Day of the week) : - :	
Purpose of the use (specifically)		
Facilities to be used Check <input type="checkbox"/>	Terminal Room 1, Terminal Room 2, Multimedia Classroom, Computer Simulation Terminal Room, Specialist Training Room, TV Conference Room, 2F Meeting Room, Other ( )	
Equipment to be used (specifically)		

NOTE: The time in the Date of the use field must be filled in according to the 24 hour clock.