

課長	係長	受付

Application Form for Use of a Multiplaza

Date: ____ / ____ / ____

豊橋技術科学大学附属図書館長 殿

Resarvation person Dept. _____

(Student : school year,ID number)
Title _____

Name _____

Extension number _____

※ Please also fill in the personsible below only when the user is a student. (Faculty staff only)

Responsible person

Dept. _____ Title _____ Name _____ 印 _____ Extension number _____

I would like to apply to use the following area in this Multiplaza.
I will follow the related rules and obey the instructions from the staffs while using these area.

1 Area * Please mark the related room with a

Area	Number of users	Equipment to use
<input type="checkbox"/> Collaboration	Maximum (35)	<input type="checkbox"/> Screen <input type="checkbox"/> Laser pointer
<input type="checkbox"/> Global Lecture	Maximum (15)	<input type="checkbox"/> Multi screen <input type="checkbox"/> Microphone <input type="checkbox"/> Laser pointer

※The laser pointer needs to be pre charged.

2 Date of use ____ / ____ / ____ () ~ ____ / ____ ()

3 Time of use (Please apply within 60 minutes for advance preparation and 30 minutes for restoration to the original condition.)

Hours of use _____ : _____ ~ _____ : _____

Event holding time _____ : _____ ~ _____ : _____

4 Purpose of use

We have confirmed the contents of the attached document ``For those who have reserved Multiplaza``.

* Attention * You cannot eat or smoke. Only drinks are OK. Please take your trash home with you.

当日記入欄

鍵・備品
受取者名

(備考) 実際の人数 _____ 名

机のストッパーと配線カバーを確認しました。

図書館記入欄

鍵返却
 備品返却

点検者