

Student Club Borrow School Space Application Form

Date: / / /

Application Unit			
applicant		TEL	
School Space	<input type="checkbox"/> Second Conference Room, Second Floor <input type="checkbox"/> First Conference Room, Third Floor <input type="checkbox"/> Third Conference Room, Third Floor		
Using time	Year/ Month / Date/ Time~ Year/ Month / Date/		
Using period	<input type="checkbox"/> Morning <input type="checkbox"/> Noon <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening		
Activity content		Proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>P. S:</p> <ol style="list-style-type: none"> 1. After examining the club activity application form, submit Borrow School Space Application Form and activity copy to operator of EAD seven days before activity day. 2. the borrowed space is for apply purpose only. It is not allow to transfer to other unit or individual. Keep the place clean and restore after using it. 3. borrow keys requires student ID card kept. Return it back when the key is returned. 4. borrowing time 09:00~12:00A.M , 12:00~15:00 P.M 14:00~17:00P.M , 18:00~21:00 P.M 5. Borrower have to return the key after the activity is over in case other people need to borrow it. 			
Signature of borrower		Returning Signature	
Mobile No.		operator	
Club Seal	Applicant	Operator of EAD	

