

Venue Booking Form

Date of Application: _____ (mm/dd/yyyy)

Applicant			
Phone Number		Email	
Date and Time of Venue Usage	From: _____ (mm/dd/yyyy) _____ (hh) To: _____ (mm/dd/yyyy) _____ (hh)		
Purpose of Venue Booking	Number of Users: _____		
Venue	<input type="checkbox"/> Law Student Association Office <input type="checkbox"/> Legal Aid Society Office <input type="checkbox"/> Seminar Room (NB105) <input type="checkbox"/> Others : _____		
Equipment Required	<input type="checkbox"/> Multimedia Project <input type="checkbox"/> Computer <input type="checkbox"/> Microphone <input type="checkbox"/> Electric Projector Screen <input type="checkbox"/> Others: _____		

Note :

1. When there is a scheduling conflict, priority will be given to the first registrant.
2. When reserving space, please adhere to the following principles:
 - (1) Each space is primarily for academic use and is centrally managed by the Department of Law administration. Requests for Reserving during non-class hours must be submitted to the Department of Law office at least 3 days in advance. Reserving is permitted only upon approval."
 - (2) Prior to reserving, users must obtain keys in advance and familiarize themselves with the operation of various equipment. After the completion of the use, it is the responsibility of the user(s) to manage the equipment with due care, inspect and clean it, and restore it to its original condition. Return the keys to the Department of Law Staff.
 - (3) While using the venues, in the event of any damage, loss, or impairment of the property or equipment attributable to the user(s), they are responsible for compensation, and no objections will be entertained.
 - (4) If it is found that eating or drinking inside the borrowed classroom, the user(s) will no longer be allowed to borrow from the said unit.

Officer-in-charge		Department Chair	
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