

For Officer



DF3-01

Request Form for Using Room/Dormitory Area
Dormitory Department, Student Development Affairs Division

Date.....Month.....Year.....
Users  Student  Staff  Lecturer  Other.....

I am Mr./Mrs./Miss.....Student ID.....

Major.....School of.....Dormitory.....Room.....

Mobile Phone.....

Request for Using

- Computer Room Dormitory..... Study Room.....Amount.....Seat(s)
Television Room Dormitory..... Dormitory.....Area.....

Amount of user..... On Date.....Month.....Year.....

From..... to.....

Reason of Request

.....
.....

Request for equipment

- 1..... 2.....
3..... 4.....

Signature.....
(.....)
...../...../.....
User

Signature.....
(.....)
...../...../.....
Dormitory Administrator

Remark: Please fill in two parts completely. The user has to take all responsibility in the case of lost or broken equipment in the area of request.



For Student

DF3-01

I am Mr./Mrs./Miss.....Student ID.....

Major.....School of.....Dormitory.....Room.....

Mobile Phone.....

Request for.....Room, On Date.....Month.....Year.....

From.....to..... Amount of user.....

Security guard of dormitory ..... please of open..... room for student.

Signature.....
(.....)
...../...../.....
Dormitory Administrator

Remark: Please fill in two parts completely. The user has to take all responsibility in the case of lost or broken equipment in the area of request.