

Conference Room Booking Form

Date:
 Name:
 Females Section coordinator:
 Room Number

Semester Booking

- Year:
- Semester:
- Course Code:
- Course Name:
- Course Section

One-time Booking

- Date of event:
- Reason:
 - Meeting
 - Workshop
 - Seminar
 - Other. Specify:
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Conference Room Coordinator Approval

- The information above is accurate and verified
- There is no conflict with existing booking of the room.
- Does the applicant know the policy for using conference key room?

Comments:

Coordinator Signature

Date