

Application for Reservation of Boardroom – Office of the Dean, Faculty of Agriculture

1.	Name of Applicant															
2.	Designation															
3.	Department															
4.	Name of the committee/society from which you apply															
5.	Contact Details	Telephone:	Email:													
6.	Date of the Programme															
7.	Time	From	To	Duration (Hours):												
8.	Details of Programme (Please annex Invitation letter)															
9.	Number of participants (Seating Capacity 40)	Internal staff:	Outside Invitees:													
10.		<p style="text-align: right;">Yes No</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Air conditioner</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Multimedia Projector</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Desktop Computer</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Conference table with Sound System</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>			Air conditioner	<input type="checkbox"/>	<input type="checkbox"/>	Multimedia Projector	<input type="checkbox"/>	<input type="checkbox"/>	Desktop Computer	<input type="checkbox"/>	<input type="checkbox"/>	Conference table with Sound System	<input type="checkbox"/>	<input type="checkbox"/>
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11.	*Refreshments (only for meetings of FB approved subcommittees)	Yes No Not applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
12.	Pre-Arrangement (If necessary)	Date : Time From : To :														
13.	Signature of the Applicant			Date												
14.	Head of Department/ Coordinator	Recommended / Not Recommended														

Note:

- Request should be submitted prior to 2 working days of the relevant programme/ meeting
- Copy of attendance sheet should be submitted by the applicant/ organizer who has requested for refreshments to the Office of the Dean immediately after the meeting/programme.

OFFICE USE	
MA/WA/CT	
Board Room is Reserved/ Not available and do the needful.	
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Dean / AR/Agriculture	Date