

## 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: .....																
		<i>Note: Additional seating arrangement have to be made by the Applicant.</i>																	
10.	Facilities to be utilized (Mark <b>✓</b> in the appropriate box)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>Air conditioner</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="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> </tbody> </table>		Yes	No	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"/>	<i>Note: Additional facilities (if any needed) have to be arranged by applicant/ organizer</i>	
	Yes	No																	
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"/>																	
11.	*Refreshments (only for meetings of FB approved subcommittees)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> <th style="text-align: center;">Not applicable</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><i>Note: Refreshment arrangements exclusively within the Boardroom will be made by the Office of the Dean. If the particular programme venue is changed to any other place by the applicant, the refreshment arrangement will not be made by the Dean's office.</i></p>			Yes	No	Not applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
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.

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