

PROJECT ROOM APPLICATION FORM

APPLICANT INFORMATION	NAME		DATE			
	STUDENT ID		TIME	IN		
	COURSE			OUT		
	TEL NO.					
OTHER USERS' DETAILS	NAME		STUDENT ID			
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
9						
PURPOSE OF USING PROJECT ROOM			RESERVATION ON	DATE		
				TIME	IN	
					OUT	

NOTE: 1. PLEASE MAINTAIN QUIET DISCUSSION IN THE ROOM.
2. PLEASE DO NOT PASTE ANYTHING ON THE WALL.

(I UNDERSTAND AND WILL FOLLOW THE RULES WHEN USING THE PROJECT ROOM)

SIGNATURE OF APPLICANT,

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ROOM	1	APPLICANT SIGNATURE		ROOM	2	APPLICANT SIGNATURE	
		TAKEN	RETURN			TAKEN	RETURN
ROOM KEY				ROOM KEY			
AIR-COND REMOTE CONTROL				AIR-COND REMOTE CONTROL			
SMART BOARD REMOTE CONTROL				SMART BOARD PEN (2)			
SMART BOARD DUSTER / PEN (4)				EXTENSION WIRE			
EXTENSION WIRE				POWERPOINT REMOTE CONTROL			
POWERPOINT REMOTE CONTROL							

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REMARK		SIGNATURE	
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