

College of Foreign Languages
Application Form for General and Professional Classrooms

Applicant's Name :		Application Date :	Year Month Day
Application Unit :		Number of Users :	人
E-Mail :		Contact Number :	
Course Title (Purpose of Application) :			
Classroom :	<input type="checkbox"/> D414 Interpreting Classroom <input type="checkbox"/> D415 Audiovisual Classroom <input type="checkbox"/> D416 Language Classroom <input type="checkbox"/> D418 Audiovisual Classroom <input type="checkbox"/> D305 The Meeting Room <input type="checkbox"/> other _____		
Time of Use	Year Month Day : time — Year Month Day : Time		
Notes	<p>1.Except for the needs of teaching and examination, classroom applications during non-office hours (the noon of workdays, after 17:30 PM and holidays) are not accepted.</p> <p>2.Before completing the application form, the applicant shall check with the Office of the College of Foreign Languages for registration. Additionally, applications must be submitted two workdays before the use of the classroom.</p> <p>3.For a temporary (including the current day) application and a submission with short notice, the College has the right to reject the application.</p> <p>4.The classrooms require the proper use of equipment and the maintenance of a clean environment. Any damage to the equipment is liable for compensation.</p> <p>5.For the use of classrooms in Building E during non-class time, the applicant shall apply for air-conditioning by contacting the Construction and Maintenance Section of the Office of General Affairs.</p>		

Applicant/Application Unit Signature : _____.