### 文藻外語大學圖書館多功能學習室預約申請表Reservation Request for Multi-Purpose Learning Studio

申請日期 Today’s Date : 年(yy) 月(mm) 日(dd)

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| --- | --- | --- | --- |
| 申請者Contact Person |  | 學號/證號Wenzao ID No. |  |
| 系所/單位Dept. |  | 聯絡電話**Phone No.** |  |

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| --- | --- |
| 使用時間Date Needed |  年 月 日 時 分 至 月 日 時 分Date (mm/dd/yy): / / / Start Time: ~ End Time:  |
| 活動名稱／內容Event |  |
| 活動方式Type of Event | * 演講；簡報 Lectures / Symposia
* 授課；研習 Courses / Workshops

□讀書會 Reading Program / Study Circles* 播放影片 Film □其他 Others：\_\_\_\_\_\_\_\_\_\_\_
 | 參加人數No. of Users |  人 |
| 借用設備Equipment Needed | □無線麥克風 Wireless Microphone □投影機 Projector □DVD放影機 DVD Player □接待室 Reception Room |
| 注意事項 | 1. 場內嚴禁隨處張貼文宣，請依指定位置張貼。Posters are restricted to be posted in designated areas.
2. 場內嚴禁飲食，請勿攜入食物、茶水、飲料。Food and drink including water are prohibited in this studio.
3. 活動結束請速清理場地，並確實將器材歸位。Please clean up and return furniture units or equipment to their proper places after use.
4. 使用完畢務必立即通知一樓服務櫃台人員再離開。Before leaving, please inform the library staff at the Information Desk on the 1st floor.
5. 請配合圖書館開放時間，於閉館前半小時結束活動Event should end at least a half hour prior to the library closure.
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| 備註 |  |
| ※以下由圖書館填寫 |
| 承辦人： | 讀者服務組組長： |
| 場地檢查 | □地板桌面否清理乾淨? □有無茶水殘渍及垃圾?□器材及桌椅是否歸位排放整齊? □是否遺留非本館之器材及物品?□其它: 檢查人員簽章: \_\_\_\_\_\_ \_\_\_ 時間  |