|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facility |  Wah Lee Conference Hal l  Kwang Chung Conference Hal l 1001 Lecture Hall 1002 Lecture Hall 1FLobby | | | | | | | | |
| Date of Rental |  | | | | | | | | |
| Time | Set-up Time | | | Registration Time | | | | | Scheduled Starting Time |
|  | | |  | | | | |  |
| Event/Meeting Name |  | | | | | | | | |
| Number of Guests |  | | | | Number of Vehicle | | Car(s): ；Motorbike(s): | | |
| Equipment  Request |  Central air conditioning system(please fill out air-conditioner application form)   Major screen projector   Side screen projector   wireless microphone  wired microphone | | | | | | | | |
| Contact Detail of Applicant | Unit |  | | | | Contact Name | |  | |
| Phone |  | | | | Fax | |  | |
| Address |  | | | | | | | |
| E-mail |  | | | | | | | |
| Authorized Signature | |  | | | | | | |
| Payment  (please check) |  Transfer (school unit only)   Online payment system ( <https://payment.nsysu.edu.tw/olprs70/>) | | | | | | | | |
| Total cost  (calculated by Art Center) |  | | | | | | | | |



**International Building Conference Hall Reservation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Case Officer of Art Center | Supervisor of Administrative Division, Art Center | Chief Director of Art Center | |
|  |  |  | |
| Campus Safety and Security Division | Project Maintenance Division | Office of General Affairs | Secretariat |
|  | (air conditioner form) |  |  |

TEL：(07)5252000#2716 FAX: 07-525-2739 108/12 updated

Date(yy/mm/dd)：