|  |  |
| --- | --- |
| 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):  |
| EquipmentRequest |  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)：