Design Library Facility Use Application

To the offices of the Design Library

My Application to use Design library facilities is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Application Date | / / |  |  |
| Organization Name |  | | |
| Organizational Leader | Name: 　　　　　　　　 Course/Affiliation (Grade): | | |
| Applicant | Name: 　　　　　　　　 Course/Affiliation (Grade): | | |
| Tel.:　　　　　　　　　　　　　 e-mail: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Event/Class |  | | | |
| Date of Use |  | | | Weekday 　 : ～　　 :  Holiday 　 : ～　　 : |
| Place of Use | □ 1F Reading Hall 　　□ 1F Visual and Audio Lounge  □ 2F Active Learning Corridor (ALC), Group Booth（　　　　）  □ 2F ALC, Exhibition Zone 　　□ Other（　 　　　　　　　 ） | | | |
| Expected Number of Participants | people | Intended audience |  | |
| Items of Use | \* Circle the items below you wish to borrow.  Monitor / Mobile Screen / Projector / Amplifier / Loudspeaker / Other（　　　 　　　　　　　　　） | | | |
| Plan Details | \* For exhibitions, include the information on the period of setup, exhibition and breakdown. | | | |

\* I will abide by the following rules of eating and drinking in the Design Library.

- Within the library gate: only drinks with resealable lids are allowed.

- Outside of the gate (Active Learning Corridor): drinks are allowed.

\* Non-university members must fill in an application to pass the library gate at the service desk.

|  |  |
| --- | --- |
| 受付番号 |  |
| 受付日 |  |
| 利用可否 | 可　・　否 |

\* We request your cooperation with setup and breakdown before and after your event.

|  |  |
| --- | --- |
| 情報サービス係 | 受付者 |
|  |  |

【図書館記入欄 Librarians fill in below】

カレンダー記入　□