

# 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	<input type="checkbox"/> 1F Reading Hall <input type="checkbox"/> 1F Visual and Audio Lounge <input type="checkbox"/> 2F Active Learning Corridor (ALC), Group Booth ( ) <input type="checkbox"/> 2F ALC, Exhibition Zone <input type="checkbox"/> 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.

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

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【図書館記入欄 Librarians fill in below】

受付番号	
受付日	
利用可否	可 ・ 否

カレンダー記入 ☐

情報サービス係	受付者