

Student Activity Center

Application Form for Special Venue Rental

Revised October 16, 2012

Important notes on special venue rentals:

1. The application form for special venue rentals shall not be accepted if a venue event proposal is not attached.
2. Please fill out the event number if the event is registered with the Student Activity Division.
3. Rental period reservations are processed on a first-come-first-serve basis and are only accepted via written submission; reservations via phone call or verbal agreement are not accepted.
4. Upon receipt of the application, the Division shall initiate administrative procedures and notify the contact person of the review result upon completion.
5. Matters not addressed herein shall be subject to the NTU Office of Student Affairs' *Student Activity Center Administrative Regulations*.

Applicant: (seal of the applying unit)

Contact Person:

Head of applying unit:

(Seal not required for student clubs/societies)

Contact Number:

Email:

Event Name:

Venue and Rental Period:

Event No.:

Date of Submission:

Case No.: