

Temporary borrowing Venue Registration Form

1. Borrowing the venue must obey the general rules. Users must return materials after use and keep the area neat.
2. Temporary borrower is allowed to register and use at anytime if the venue is free. Pre-registered venue should be registered and used within the allotted time if pre-registered users have not arrived.
3. If pre-registered users arrive, temporary borrowers must return the venue to its original state and return it to pre-registered users.
4. Temporary borrowing Venue is only allowed to NTU faculty ,Staff and student participating in activities and only one period per time.

Borrower	Department		Name	
	Phone No.			
Name of Activity				
Number of People				
Borrowed Venue				
Borrowed Time				
Description of Activity				
Document				

Date: Y /M /D

Person in Charge: