Application for use of library equipment

The applicant must fill in the section within the bold lines below:

|  |  |
| --- | --- |
| Application date |  |
| Name of the event requiring library equipment |  |
| Organizer |  |
| Time and date of use during the event period- Please specify the dates when the equipment will be moved out and returned. |  |
| Details of equipment (number of items) |  |
| Place of use |  |
| Person in charge | Name |  |
| Affiliation (school/year) |  |
| Contact | Telephone |  |
| Email |  |
| Remarks |  |

Note:

When moving panels, please lift them and carry them to avoid damage to the casters.

(For library use)