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)