

NTUNHS Computer Center Computer Classroom Booking Form

Application date	/ / (YYYY/MM/DD)	Applicant unit	
Applicant signature		Applicant E-mail	
Telephone		Teacher/student affairs liaison signature	
Application type	<input type="checkbox"/> Semester courses: computer practice, online test, or make-up class for a semester course. <input type="checkbox"/> Campus activity: a training session, promotional activity, or seminar held on campus. <input type="checkbox"/> Club activity: this form requires signatures from the <u>club teacher</u> and <u>student affairs liaison</u> . Please submit the <u>activity proposal</u> to the Computer Center along with this application form. <input type="checkbox"/> Other: _____		
Course (activity) title/proposed use		Number of users	_____
Booking date	/ / Y Y Y Y / M M / D D	Day of the week:	
Booking time	From : to : h h : m m h h : m m		
Classrooms available to book	Science and Technology Building: <input type="checkbox"/> S103 <input type="checkbox"/> S105 Benevolence Building: <input type="checkbox"/> B210 Pondering Building: <input type="checkbox"/> F601 <input type="checkbox"/> F602 <input type="checkbox"/> F603 <input type="checkbox"/> F604		
Computer Center liaison		Head of the Educational Information Division	

- Notes: 1. This form is solely for the use of the computer classroom on the application booking date.
2. The applicant is responsible for the classroom cleanliness and equipment inventory; any trash must be removed from the Computer Classroom after use.
3. The advising or course instructor should supervise the use of the Computer Classroom.
4. Please abide by the rules of use of the Computer Classroom.

- **Procedure:** The applicant fills out the form → the faculty member or advising/course instructor signs the form → the Computer Center liaison reviews the form → Head of the Computer Center Division confirms the booking → the booking system is updated → the booking form is archived.