

Seminar Room Reservation Form

No. _____

Number of users :	Room No.
<input type="checkbox"/> One-time use (Up to three hours) Date : (.) Time : ~ :	
<input type="checkbox"/> Regular use (Once a day / Up to three hours) Date (From) ~ (To) : ~ Every _____ day, : ~ :	
Purpose of use (Concrete subjects of the academic study) :	
Projector (with a laser pointer) <input type="checkbox"/> Use <input type="checkbox"/> Non-use *It is already equipped in the Room2.	Lending Device Service <input type="checkbox"/> Notebook <input type="checkbox"/> iPad <input type="checkbox"/> Non-use
User	Name : ID Number : Status : Undergraduate / Master / Doctor / Faculty / Other (.) Laboratory / Group name : Phone : e-mail :
Proxy	Reservation by proxy can be made only by faculty and staff. Name : ID Number : Status : Undergraduate / Master / Doctor / Faculty / Other (.) Laboratory / Group name : Phone : e-mail : ※User's information is also required.

I apply for the use as above. And I obey the following use conditions.

Terms of Use

1. You can use the room only for the purpose of scientific study, education, and learning.
 2. The rooms are available between 8:45 am and 15 minutes before the library closed on weekdays.
 3. The rooms may be used by two people or more. The same person or group can use the room once a day up to three hours.
 4. Library accepts the use application and gives the permission by the presentation of the reservation form or online.
 5. Even after giving a permission to use, when the unavoidable circumstance occurs, Library may demand the change of the reserved date and room.
 6. Tokyo Tech IC card is required for borrowing a key of the room. You have to clean up and lock the room and return the key immediately after use. But Seminar Room1 isn't locked, so we will not lend you the key.
 7. If you are more than 15 minutes late without prior notification, Library may cancel your reservation.
 8. When the administrative necessity arises, the library staff might enter the room during use.
 9. When the administrative necessity arises, Library might contact you based on the personal information described above.
 10. The maximum period of the regular use is up to three months.
- ※ ***On the request based on the procedure for information disclosure, entries except your personal data may be turned over.***
- ※ When you use Seminar Room1, please set up the facilities (like desks and chairs) yourself.
- ※ If you want to cancel your reservation, delay the start time or want to use the room today, please contact the library counter.
- Library counter : Suzukakedai Library [Suzukakedai Library Group (Tel. : 045-924-5152)]