





# Request form to use ILPC Rooms

Type of users  Faculty Member  Staff Member  Student  Organization/General Public

- Room Requested
- Training Room 1 (3142)
  - Training Room 3 (3147)
  - Main Training Room
  - Meeting Room
  - IPTV (Only behind Green Screen)

Name and Surname of User.....

Organization/Faculty/Program.....

Telephone --

Starting Date ..... Time from.....to.....

Ending Date..... Time from.....to.....

Total of using days.....

### Purposes of using the room

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Signature.....Professor/Lecture

Signature.....User

Date .....

Date .....

Signature.....Director of ILPC

Signature.....Staff

Date.....

Date.....

**Remark:** Copy of National ID card or Student ID

Submit this form at least three days before the starting date