



## Reservation of Science Faculty Computer Room E501 (for UGC Funded Activities)

1. 7 working days in advance.
2. Room capacity 60 seats.
3. For other relevant policy and regulation, please refer to the web pages of Faculty of Science.
4. If you have any question, please feel free to contact Mr. Eric Yuen, Computer Systems Officer of Science Faculty, at ext. no. 2533.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Office/Dept.: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

Usage:  Class/Teaching, Course Code/Subj. Title: \_\_\_\_\_  
 Others, please state: \_\_\_\_\_

Reserve:  Whole room  Number of PC: \_\_\_\_\_  Other: \_\_\_\_\_

Number of users: \_\_\_\_\_

Special Requirement:  Video Projector  Microphone  Other: \_\_\_\_\_

Period:  Date : \_\_\_\_\_

(Please tick)

day / month / year

From \_\_\_\_\_ to \_\_\_\_\_  
 day / month / year                      day / month / year

Whole semester

Please state whether your class/activity is for staff/students of Science Faculty:

Yes

No, Faculty/Dept./Other: \_\_\_\_\_

Please specify the corresponding date and time in the following table.

|               | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|--------|---------|-----------|----------|--------|----------|
| 8:30 - 9:30   |        |         |           |          |        |          |
| 9:30 - 10:30  |        |         |           |          |        |          |
| 10:30 - 11:30 |        |         |           |          |        |          |
| 11:30 - 12:30 |        |         |           |          |        |          |
| 12:30 - 13:30 |        |         |           |          |        |          |
| 13:30 - 14:30 |        |         |           |          |        |          |
| 14:30 - 15:30 |        |         |           |          |        |          |
| 15:30 - 16:30 |        |         |           |          |        |          |
| 16:30 - 17:30 |        |         |           |          |        |          |
| 17:30 - 18:30 |        |         |           |          |        |          |
| 18:30 - 19:30 |        |         |           |          |        |          |
| 19:30 - 20:30 |        |         |           |          |        |          |
| 20:30 - 21:30 |        |         |           |          |        |          |
| 21:30 - 22:30 |        |         |           |          |        |          |

Non-office hours, no technical support provided

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Science Faculty Office use only**

Ref. No.: \_\_\_\_\_

You request is

|  |                          |
|--|--------------------------|
|  | Successful               |
|  | Not successful because : |
|  | Other :                  |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Science Faculty IT coordinator