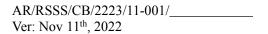# Application for Classroom Booking by Staff

Please read carefully the important notes at the bottom of the back page!

Name of Applicant: _____ Faculty/School/Centre/Unit: _____

Tel. No.: _____ Email: _____ @uic.edu.cn

Date Requested: _____ Time slot Requested: from _____ to _____

No. of Participants Expected: _____ Building (Room No.) Requested#: _____

Room Type Requested: ☐Regular Classroom / ☐Computer Lab / ☐Lecture Theatre / ☐E-Learning Lab

Is/Are other room(s) accepted if the requested room(s) is/are not available? ☐Yes ☐No

Purpose of Booking: _____

If you need to cancel a previous booking for the same activity, please specify room, date and timeslot:

_____

Please learn more about the booking procedures, rental policies and information on classroom/lab seating capacity, furniture and IT equipment at https://ar.uic.edu.cn/index/Classroom_Booking.htm.

Applicant's Signature: _____ Date: _____

Faculty/School/Centre/Unit's Approval ☐Approve ☐Reject

Comments (if any): _____

Signed by:
Dean of Faculty/School or
Centre Director or Unit Head: _____ Date: _____

Classroom Booking Reply (To be filled in by AR)
(Ref.: AR/RSSS/CB/2223/11-001/_____)

Name of Applicant: _____ Faculty/School/Centre/Unit: _____

Room(s) Confirmed: _____

Date Confirmed: _____ Timeslot Confirmed: _____

Confirmed by: _____ Date: _____

For Academic Registry Use Only

Step 1: Academic Registry (AR)'s Confirmation

Room(s) Confirmed: _____   Date(s) and Time Confirmed: _____

Data input by: _____   Date: _____

Step 2: Notification of Confirmation

Notification by: ☐Reply Slip   ☐Email   Date: _____

Remark: _____

_____

_____

Important Notes:
1. **Please double-side print this booking application form.**
2. **Please read carefully the booking procedures, rental policies, regulations on classroom/lab usage, and classroom service contacts at** https://ar.uic.edu.cn/index/Classroom_Booking.htm
3. **Use of classroom/lab is only permitted upon AR's final confirmation of the booking request. Any unauthorized use is forbidden.**
4. **Please call Property Management (T1-T3: 13620460278; T4-T8: 13622963567; T29: 18023028369; CCC: 13620460178) to lock the door if you do not show up or leave earlier than the requested booking time.**
5. **The Property Management has the right to lock the room when the scheduled room usage time is up or the room user is not present 15 minutes after the time booked. Extension of usage time may be allowed unless no following lecture/activity by others is pre-scheduled. An undertaking must be signed for the extended time period.**