

## Application for Classroom Booking by Students

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

Name of Applicant: \_\_\_\_\_ Students' Association/Society: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_@mail.uic.edu.cn

Date Requested: \_\_\_\_\_ Time slot Requested: from \_\_\_\_\_ to \_\_\_\_\_

No. of Participants Expected: \_\_\_\_\_ Building (Room No.) Requested<sup>#</sup>: \_\_\_\_\_

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:

<sup>#</sup> Please learn more about the booking procedures and information on classroom/lab seating capacity, furniture and IT equipment on AR website at

[https://ar.uic.edu.cn/classroom\\_booking/student/Procedures\\_for\\_Classroom\\_Booking.htm](https://ar.uic.edu.cn/classroom_booking/student/Procedures_for_Classroom_Booking.htm).

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAO/PCO's Approval: ☐ Approve ☐ Reject

Comments (if any): \_\_\_\_\_

SAO Staff's/PCO Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official Stamp:

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### Classroom Booking Reply (To be filled in by AR) (Ref.: AR/SSS/CB/2526/09-004/\_\_\_\_\_)

Name of Applicant: \_\_\_\_\_ Students' Association/Society: \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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#### Important Notes:

1. Please double-side print this booking application form.
2. Please read carefully the booking procedures, regulations on classroom/lab usage, and classroom service contacts on AR website.
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 booking has been pre-scheduled. An undertaking must be signed for the extended time period.