

NATIONAL TAIWAN UNIVERSITY
Rental Application for Conference Hall
Managed by the Office of General Affairs

Name of Conference	
Content	
Rental Period	From: _____ (yyyy/mm/dd/hh) To: _____ (yyyy/mm/dd/hh)
Venue	
Number of Sessions	_____ All-day _____ Morning _____ Afternoon _____ Evening sessions
Name of Host	
Number of Attendees	
Equipment Rentals	<input type="checkbox"/> LCD single laser projector <input type="checkbox"/> Others _____
Fee	NT\$ _____ in total

I hereby apply to rent the above-listed venue and equipment. I shall comply with all relevant rules and regulations, and agree to be held liable for any violations thereof. Please kindly approve this application.

This application is submitted to the
Office of General Affairs, National Taiwan University

Applying Unit :

Person In Charge :

Contact Person :

Address :

Contact No. :

Date: _____ (yyyy/mm/dd)