



**APPLICATION FORM on USE OF SEMINAR, PLENARY  
AND AV ROOMS & EQUIPMENT**

Document No. : FM-CD-29-02

Effective Date: January 01, 2018

Date of Application: \_\_\_\_\_ School/Departments: \_\_\_\_\_

Name of Applicant & Position : \_\_\_\_\_

Name of Organization/Subject & Section: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

No. of Participants: \_\_\_\_\_

Item	Date of Use	Time of Use	Location
1			
2			
3			
4			
5			

Purpose: \_\_\_\_\_

*(Write the title of Seminar, Film, Play, Topic, etc.)*

I/We hereby apply for permission to use the foregoing facilities of MIT subject to existing rules and regulation of the CDMO and MIT.

I/we hold ourselves responsible jointly and severally for any damage to and/or or loss of property or injury to person(s) arising from the use thereof.

\_\_\_\_\_  
Applicant's Signature over Printed Names

Noted by:

\_\_\_\_\_  
Faculty Adviser

\_\_\_\_\_  
School's Dean or Subject Chairperson

APPROVED BY:

\_\_\_\_\_  
CDMO HEAD *FM*

**REMINDERS:**

1. This form shall be accomplished by the Organization's President or a faculty Member.
2. Food & drink are not allowed in the AV Rooms, Plenary or Seminar Room.
3. No sitting over the writing board of the chairs
4. The applicant shall maintain order inside the requested room(s) during and after its use.

*To be accomplished in 3 copies (Applicant/Security Department/AV Personnel)*

**This form is available at the CDM Office**