

(Form 1)

Date: \_\_\_\_\_ (Year / Month / Day)

## Hiroshima University Library Hall Usage Application Form

To: Director of Hiroshima University Library

〒 [Postal Code]

Address: \_\_\_\_\_

Organization / Title / Representative Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Person in Charge / Contact Information: \_\_\_\_\_

I hereby apply for temporary use of the Library Hall, having agreed to the terms and conditions of use.

### 1. Facility to be Used

Hiroshima University Library – Library Hall

### 2. Date and Time of Use

(Please include time for setup, cleaning, and takedown)

Date: \_\_\_\_\_ (Year / Month / Day)

Time: From \_\_\_\_\_ (Hour / Minute) to \_\_\_\_\_ (Hour / Minute)

### 3. Purpose of Use

(Please describe in detail. Depending on the content, approval may be revoked even after permission is granted.)

### 4. Expected Number of Participants

### 5. Other Relevant Information

コメントの追加 [H1]: **[Administrative Note 1]:**

■ If you plan to use the facility on multiple dates, please add rows and enter each date separately.

(Example)

For usage from 13:15 on November 5, 2023, until 17:15 on the following day:

●November 5, 2023, 13:15 – same day, 19:45

●November 6, 2023, 8:45 – same day, 17:15