

(Form 2-2)

Date: Year / Month / Day

## Hiroshima University Temporary Facility Use Application Form

To: National University Corporation Hiroshima University

〒 (Postal Code)

Address:

Organization Name / Title / Representative's Name:

Seal:

Contact Information (Phone Number):

Person in Charge / Contact Information:

We hereby apply for temporary use of the facility listed below, having agreed to the terms of use.

### 1. Facility to be Used

(Department, Facility Name, etc.)

### 2. Date and Time of Use

(Usage time includes preparation, cleaning, and tidying up.)

Year / Month / Day From: Hour / Minute To: Hour / Minute (Same day)

### 3. Purpose of Use

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

### 4. Expected Number of Participants

### 5. Other Relevant Information

コメントの追加 [H1]: [1] Organization Name /

#### Representative

This will be used as the recipient name on the "Permit (also serves as Invoice)."

#### [2] Person in Charge / Contact Information

This will be the destination for sending the "Permit (also serves as Invoice)."

#### Note:

If you prefer a different recipient or destination, please clearly state that in section "5. Other Relevant Information."

If the event is hosted by an external organization, please include the organization name alongside the applicant's information.

#### Example:

〇〇 Academic Society

Professor Taro Hirodai, Graduate School of △△, Hiroshima University

A seal (official stamp) is required without exception.

Let me know if you'd like help drafting a completed version or preparing it for submission.

コメントの追加 [H2]: • Please enter the time in

**30-minute increments.**

#### Examples:

○ "November 11, 2023, 13:00 – Same day, 15:00"

○ "November 12, 2023, 08:45 – Same day, 12:15"

• If you plan to use the facility on **multiple dates**, please **add a separate row for each day**.

#### Example:

For usage from November 5, 2023, 13:15 to the next day at 16:45:

• "November 5, 2023, 13:15 – Same day, 16:45"

• "November 6, 2023, 08:45 – Same day, 16:45"