

CENTRE FOR FOUNDATION STUDIES

FS05

Workstation: CFS/DDAIL Version: 01 Revision No: 00 Effective Date: 1/6/2018

APPLICATION FOR BOOKING VENUE(S) DURING OFFICE HOUR

Please read carefully the following instructions:

- 1. The completed forms must be submitted to the Office of Deputy Dean, Academic and Industrial Linkages strictly 3 working days in advance.
- 2. Request:- i) a copy of this form
- 3. In the event if clashes occur; please report to this office immediately and provide details of the other party involved e.g. name, venue, date and time.
- 4. Cancellation must be made at least one day during office hours before the event(s). Failing to do so may cause you to be liable to the cost(s) incurred in the preparation of the venue(s).
- 5. The approval of the booking is subject to the availability of the venue(s). However, the ODDAIL has the right to cancel the booking when deemed necessary.

To be filled in by Applicant.							
Name:							
Matric No./Staff No.: Department /Society/Hisbah:							
Office Phone No (Ext):			_ H/phone No.:				
Purpose of booking/Name of Programme*:							
NO	DATE BEOLUBED	DAV	TIME		VENUE	NO.OF	
NO	DATE REQUIRED	DAY	FROM	ТО	VENUE	USER	
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Applicant's Signature: Date: For approval by Officer of Student Affairs */Head of For approval by Officer of Academic and Industrial							
Department(*for student's society activities) Linkages						ina maastriai	
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