

Application Form for Borrowing Equipment / Facilities

Date: (M) (D) (Y)

Serial No.:

Applying Unit		Tel./Mobile	
Duration	From (M) (D) (Y) to (M) (D) (Y) Total: hours and days		
Item(s)		Qty./Unit	
Purpose		Date of Return	For Official Use Only
Location			(M) (D) (Y)
Notices	<ol style="list-style-type: none"> 1. Please do not use double-sided tape on bulletin boards. Tapes and nails should be removed after use. 2. Please do not place aluminum-framed bulletin boards outdoors. 3. Please replace the borrowed item(s) to the original place(s) and cancel this form after use. 4. The applicant should be held liable for compensation in case of any loss or damage to the borrowed item(s). 5. Those who fail to follow the applicable rules will lose the right to borrow. 	Qty.	/
		Staffer-in-charge	
Applying Unit		General Affairs Section	
Applicant	Head of the Unit	Staffer-in-charge	Head of the Unit