**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 | 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 |
|  |  |  |  |