**EASTERN UNIVERSITY, SRI LANKA.**

**Application for Board Room Reservation**

**Requisitioning Branch / Department / Faculty :** ……………………………………………

**Date :** ………………………

1. **Name of Applicant :** ……………………………………………………………...
2. **Designation :** ………………………………………………………………
3. **Purpose of Reservation :** ……………………………………………………………

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1. **Expected number of Persons for the meeting / Function :** ………………………..
2. **Date of Reservation :** ……………………………………………………………….
3. **Time of Reservation :** ………………………………………………………………..

……………………………….

**Signature of Applicant**

Reservation is **Allowed / Not Allowed**

……………………………………….. …………………..

**Assistant Registrar**  **Date**

**Office of the Vice-Chancellor**

**N.B -**

* The requisitioning officer should take care of the tea / lunch arrangements.
* The respective officer should make arrangements to provide a laborer for cleaning work.