

EASTERN UNIVERSITY, SRI LANKA.

Application for Board Room Reservation

Requisitioning Branch / Department / Faculty :

Date :

01. **Name of Applicant :**

02. **Designation :**

03. **Purpose of Reservation :**

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04. **Expected number of Persons for the meeting / Function :**

05. **Date of Reservation :**

06. **Time of Reservation :**

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Signature of Applicant

Reservation is **Allowed / Not Allowed**

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**Assistant Registrar
Office of the Vice-Chancellor**

.....

Date

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.