

	INTERNATIONAL CLASS ACADEMIC OFFICE	Document Number	
	Jl. Telekomunikasi No. 1, Dayeuh Kolot, Bandung 40257	Revision Number	
	Tokong Nanas Building, Floor 9, Room KU3.09.11	Effectively Used	
	Room & Its Facilities Reserving Form		

Name : _____
NIM/NIP : _____
Major/Division : _____
Contact Number : _____
E-mail Address : _____

Day/Date	:	
Time	:	
Name and Kind of Activity	:	
Number of Persons	:	
Room	:	
Facilities	:	

Regulation:

1. The room can only be used until **8 pm** on Monday to Friday but only until **12 pm** on Saturday.
2. Users have to keep the room and the facilities clean and tidy.
3. Users have to be **responsible** and **compensate** all the damages.

Approved by
Staff of Facilities,

Bandung,, 20.....
Requester,

Acknowledged by
Asman of Services and Facilities,
