香港城市大學
City University of Hong Kong

CSC COMPUTING SERVICES CENTRE 電算服務中心

Ref. No.: _____

Teaching Studio Booking/Cancellation Form

This form MUST reach the CSC 4 WORKING DAYS before the day the teaching studio is used.

❑ *Tick as appropriate*

Section I (To be completed by user)

❑ ***Booking of teaching studio*** ❑ ***Cancellation of the booking of teaching studio***

Staff Name: _____ Tel/Ext:_____

Email Account: _____ Department: _____

Purpose: ❑ Teaching ❑ Others, please specify _____

Module Code: | | | | | | | | | |

No. of Terminals required: _____ Teaching Studio Preferred: _____ ** Unix machine in Room K only*

Booking Period: From:_____ / ____ / ____ Week (_____) To: _____/ _____ / _____Week (_____)
yy mm dd yy mm dd

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
08:30-09:30							
09:30-10:30							
10:30-11:30							
11:30-12:30							
12:30-13:30							
13:30-14:30							
14:30-15:30							
15:30-16:30							
16:30-17:30							
17:30-18:30							
18:30-19:30							
19:30-20:30							
20:30-21:30							
21:30-22:30							

Special Requirements:_____

Signature:_____Date: _____

Note: 1. Acknowledgement will be sent to the user after the booking request is confirmed.
2. Besides using this form, users can use the Terminal Booking System (an on-line booking system) to check the booking status and to submit booking request.
3. Any cancellation of booking should reach the CSC as soon as possible by submitting this form.

Section II (To be completed by the CSC)

Remark: _____

Authorised by: _____ Completed by: _____ Date: _____