



DISCUSSION ROOM REQUEST FORM

Date of Reservation: Day:

Room's Name:

<input type="checkbox"/> EMU	<input type="checkbox"/> ORANG UTAN	<input type="checkbox"/> DINGO
<input type="checkbox"/> KOALA	<input type="checkbox"/> TAPIR	<input type="checkbox"/> PROBOSCIS
<input type="checkbox"/> WOMBAT	<input type="checkbox"/> AROWANA	<input type="checkbox"/> WALLABY
<input type="checkbox"/> KANGGAROO	<input type="checkbox"/> HORNBILL	<input type="checkbox"/> PORCUPINES

Booked by: (Full Name)

Time:

Number of user: _____ students

Name of User:

1.....	Student ID:
2.....	Student ID:
3.....	Student ID:
4.....	Student ID:
5.....	Student ID:
6.....	Student ID:
7.....	Student ID:
8.....	Student ID:
9.....	Student ID:
10.....	Student ID:

DISCUSSION ROOM REQUEST FORM

1. The discussion rooms are only available to groups of 4 to 10 students except for Wallaby & Porcupines which only available for the maximum of 6 students.
Booking for use by individual student will not be accepted. Each session will last up to 2 hours.
2. All user are required to hand in their Student ID to the Reference Desk (strictly no driving license or IC). Student's ID will be returned to the users upon check out.
3. All personal belonging must not be left unattended in the room. The library staff will remove any items that are left unattended.
4. Swinburne Library may not be held responsible for any loss or damage to the belonging.
5. Announcement of any changes in the operating hours will be made in the black board.
6. No abusive use of the rooms is allowed; users must keep the room clean, neat and tidy.
No eating or drinking, no littering and no shifting of furniture in or out of the room.
7. Please turn off the lights and lock the door after use.

Declaration:

I Student ID
herewith agree to take the responsibility to collect and return the key in good condition.
I understand any lost of key will be charged RM10.00 (Ringgit Malaysia Ten Only)

I will be fully indemnify and responsible against all the rules and regulations that have been stated in this form.

Sign: Name:

Contact No:

Date:

Library Use Only:

Processed By: _____

Date: _____

Received by:

Date:

Note: Latecomer who shows up 15 minutes after the booked session will not be entertained.