

Application Form for Borrowing Classrooms

※Application Date: (mm/dd/yyyy)

Applying Unit		Applicant	(Only for ISU faculty and staff members)				
New Classroom No.		Original Classroom No.					
New Week / Session		Original Week / Session					
Purpose	☐ Teaching (e.g. exams and makeup classes) ☐ Extracurricular Activities ☐ Departmental Activities ☐ Administrative Affairs ☐ Others ☐ Classroom Rearrangement						
Reason for Borrowing							
Period	From (mm/dd/yyyy) (hh:mm) To (mm/dd/yyyy) (hh:mm)						
Remarks (Please provide complete information if the purpose is "Teaching")	Course Title		Course Code		No. of Students	Course Instructor	
Office of General Affairs		Curriculum Section / Academic Affairs Section of Division of Continuing Education			Applying Unit		
General Affairs Section	Construction and Maintenance Section	Head	Staffer-in-charge	Head	Staffer-in-charge		

First copy: Applying Unit

Notes:

- I. Applicants: Only ISU faculty and staff members are eligible to submit an application.
- II. Application Requirement: Applicants are not allowed to file an application unless they need to use the classroom during a non-arranged session or they need a bigger classroom to accommodate more students.
- III. An application form should be submitted at least three working days prior to the date of use.
- IV. Please contact the General Affairs Section of the Office of General Affairs if the classroom you apply for is a multimedia lab, an amphitheater, Classroom 3701 or 3801 of the Science and Technology Building at the Main Campus, or Classroom A0101 or A0102 at the Medical Campus.