**CENTRE FOR EXTERNAL DEGREES AND EXTENSION COURSES (CEDEC)**

**EASTERN UNIVERSITY, SRI LANKA.**

**Application for Mini Auditorium/Lecture Hall/Board Room Reservation**

**Requisitioning Branch/Department/Faculty:** ………………………………………………

**Date:** ………………………

1. **Name of Applicant :** …………………………………………………………….........
2. **Designation :** …………………………………………………………………
3. **Purpose of Reservation:** ……………………………………………………………….

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1. **Expected Number of Persons for the Meeting/Function:** ………………………….
2. **Date of Reservation :** …………………………………………………………………
3. **Time of Reservation :** …………………………………………………………………
4. **Payment: (if outside persons)……………………………………………………......**

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**Signature of Applicant**

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***For Official Use:***

Reservation is **Allowed/Not Allowed.**

Name of Place allowed**:………………………………………………………………….**

Signature of Officer in charge (CEDEC)……………..…………………………………...

Reservation is **Allowed/Not Allowed**

……………………………………….. …………………..

**Senior Assistant Registrar/CEDEC**  **Date**

**N.B:-**

* Tea, refreshments, and lunch arrangements should be undertaken by the requisitioning officer, and the appropriate officer should arrange for an employee to assist with cleaning.
* The CEDEC office should receive the application forms at least two days prior to the reservation.