

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: .....

01. Name of Applicant : .....

02. Designation : .....

03. Purpose of Reservation: .....

.....

04. Expected Number of Persons for the Meeting/Function: .....

05. Date of Reservation : .....

06. Time of Reservation : .....

07. 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.