

Available?

Ask for availability of the halls

Go/call to the AV Office

NO

**USER**

YES

Ask for the approval from VPAA/VPA

Ask for the signature from the Endorser

Fill up AV Form

If user is an extra-curricular or an outsider

AV staff will clear the user’s form

NO

YES

AV staff encodes the details of the form to the statistics paper

Pay for their hall usage at the accounting

Add/Delete material to the Master List of Materials



Updates the status of the materials

**AV Staff**