



Caraga State University

Ampayon, Butuan City

CSU Library Space Utilization Form

Classroom/Instruction-Related Activities Academic/Administrative Department-Initiated Activities/Student Organization

Please fill up two copies and submit to Information Desk/Librarian ONE WEEK before the reserved date.

PURPOSE (Please Check)

- | | |
|--|---|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Seminar/Workshop/Training |
| <input type="checkbox"/> Symposium/For a Lecture | <input type="checkbox"/> Meeting/Discussions (Roundtable) |

AREA/VENUE WITHIN CSU LIBRARY

<input type="checkbox"/> Audio Visual Room	<input type="checkbox"/> Auditorium
<input type="checkbox"/> E-Library	<input type="checkbox"/> Discussion Room

Date: _____

Time: _____

Organizer/Host/Sponsor: _____

Target Audience: _____ How many? _____

MATERIALS NEEDED:

Equipment: (Please check & indicate how many is needed)

- | | |
|--|---|
| <input type="checkbox"/> Computer(s) _____ | <input type="checkbox"/> White Board(s) _____ |
| <input type="checkbox"/> Laptop(s) _____ | <input type="checkbox"/> Sound System _____ |
| <input type="checkbox"/> LCD _____ | <input type="checkbox"/> Microphone _____ |

Please accomplish the following:

1. Requested by:

2. Endorsed by:

Signature over Printed Name

Chairman/Dean/Admin. Head/USC for student org.

3. Verified by: (Space is reserved for the Requestor)

Information Desk/Librarian

Date Verified:

4. Approved by:

University Librarian

Date Approved: