



English Language Teaching Centre

Ministry of Education Malaysia

Lebuh Enstek, Bandar Enstek,

71760 Labu, Negeri Sembilan Malaysia

Tel: +606-7979000

Fax: +606-7979113/114

Email: library@eltc.edu.my

Website: www.eltc.edu.my

RESERVATION FORM: MINI THEATRE

| APPLICANT PARTICULAR | | |
|----------------------|--|--------------|
| Name | : | |
| Membership Card No | : | |
| Department / Course | : | |
| Category | : <ul style="list-style-type: none"> <input type="checkbox"/> Platinum Library Member <input type="checkbox"/> Gold Library Member <input type="checkbox"/> Silver Library Member <input type="checkbox"/> Bronze Library Member | |
| RESERVATION DETAILS | | |
| Date : | Time : | No Of Users: |
| Purpose : | | |
| Signature: | | Date: |
| Name Of Users: | | |
| 1. | Membership No: | |
| 2. | Membership No: | |
| 3. | Membership No: | |
| 4. | Membership No: | |
| 5. | Membership No: | |
| 6. | Membership No: | |
| 7. | Membership No: | |
| 8. | Membership No: | |

FOR OFFICE USE ONLY

ENDORSEMENT

Application Status : Approved Not Approved

OFFICER IN CHARGE

Time-in :

Time-Out :

Condition Of Facilities Used

Before : Good Satisfactory Unsatisfactory

After : Good Satisfactory Unsatisfactory

Remarks :

Signature : Date:

RULES AND REGULATIONS

- A. This room is available to members **only**.
- B. Booking must be made **3 days** before use by completing a reservation form available at the counter.
- C. The Mini Theatre only can accommodate **3-8 users** per session.
- D. **RULES AND REGULATIONS:**
 - i. Users are encouraged to use the Mini-Theatre for academic purpose only.
 - ii. All users are requested to hand in their membership cards at the Service Counter. Cards will be returned upon leaving the Mini-Theatre.
 - iii. Users are encouraged to place personal belongings in the lockers provided.
 - iv. Users should only use media resources borrowed from library in the Mini-Theatre. In any event if non library media resources are to be used, a request should first be made to the librarian.
 - v. The ELT Library will not be held responsible for any loss or damage of personal items
 - vi. Users' belonging that one left behind at the discussion room will be removed and placed at the service counter by the staff at 5 p.m.
 - vii. Users are not allowed to bring in any library materials into the Mini-Theatre, the ELT Library reserves the right to remove library items found in the Mini-Theatre.
 - viii. Users are encouraged to report any damaged of facilities immediate to the service counter.
 - ix. User are not allowed to move the facilities placed in the Mini-Theatre.
 - x. Users will be held responsible for total cost incurred for repair/replacement in case of misuse of facilities in the Mini Theatre.
 - xi. Food and drinks are not allowed in the Mini Theatre. Users should ensure that furniture are not moved in and out of the room.
 - xii. Booking are not transferable between members. Users should contact the service counter (no. ext.: 9106) to change or cancel bookings.
 - xiii. Users should ensure that the lights, Air Conditioner, smart board, LCD projector, and plug points are turned- off after use.
 - xiv. In the event of double booking, the ELT Library shall decide on the bookings.
 - xv. The ELT Library reserve the right to inspect the Mini – Theatre even if it is in use.

Declaration

I..... membership card no.
to abide by the rules and regulation of the ELT Library governing the usage of the discussion room. I further understand that my membership will be revoked if I fail to comply with these rules and regulation.

Signature:..... Date:.....