



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: DISCUSSION ROOM

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 discussion room only can accommodate **3-8 users** per session.
- D. **RULES AND REGULATIONS:**
 - i. All users are requested to hand-in their membership cards at the service counter. Cards will be returned upon leaving the discussion room.
 - ii. Users should only use media resources borrowed from library in the discussion room. In the event if non- library media resources are to be used, a request should first be made to the librarian.
 - iii. Users are encourage to place personal belongings in the lockers provided.
 - iv. Users belongings behind in the discussion room will be removed and placed at the service counter by the staff at 5pm.
 - v. The ELT Library will not be held responsible for any loss or damage of personal items.
 - vi. User are not allowed to move the facilities placed in the discussion room.
 - vii. Food and drinks are not allowed in the discussion room. Users should ensure that furniture is kept in its original position.
 - viii. Bookings are not transferable between members. Users should contact the service counter EXT: 9106 to change or cancel bookings.
 - ix. Users should ensure the lights, air conditioner, smart board, LCD Projector and plug point are turned-off after 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:.....