

TRINCOMALEE CAMPUS, EUSL
Application form for the reservation of Mini Auditorium

01. Name of Applicant & Contact T.P.No (Person in charge for Programme/event)	
02. Purpose of Reservation (Annex the relevant documents)	
03. Resource person/s	
04. Details of Participants (Students/Outsiders)	

Details of Programme/Event are given below

Programme	Date	Time		No of Participants expected
		From	To	

I hereby agree to follow all instructions given overleaf and take responsible for all moveable/immovable properties in the Auditorium.

Signature of Applicant:.....

Date:.....

1. Recommended /Not Recommended

2. Recommended /Not Recommended

.....
Head of the Department

.....
Dean of the Faculty

(For student's reservation)

(For student's reservation)

3. Recommended/Not Recommended

4. Recommended/Not Recommended

.....
Senior Students Counsellor

.....
AR/Students Affairs

(For student's reservation)

5. Approved/Not Approved

.....
Rector

OFFICE USE ONLY

Subject Clerk:.....

Reservation is recommended/Not recommended for the above purpose.

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DR/SAR/AR/General Administration

Copy to:-Security Division