

大同韩新学院空间租借申请表 Venue Rental Application Form (外借)

申请人填写 To be Completed by the Applicant						
姓 名 Name	中 Chinese		英 English		身份证号码 IC no	
单 位 Organization					人数 Participant	
地 址 Address						
联络号码 Contact No.			电邮 Email			
租借场地 Venue	<input type="checkbox"/> 普通课室 A Classroom A <input type="checkbox"/> 普通课室 B Classroom B <input type="checkbox"/> 讨论室 Discussion Room <input type="checkbox"/> 讲堂 Auditorium <input type="checkbox"/> 摄影棚 Photography Studio <input type="checkbox"/> 舞蹈室 Dancing Room <input type="checkbox"/> G07 空间 G07 Space <input type="checkbox"/> 韩新礼堂 Hanxin Hall					
租借器材 Equipment	<input type="checkbox"/> 投影机 Projector <input type="checkbox"/> Stage LED Screen (韩新礼堂 Hanxin Hall)					
租借用途 Purpose						
租借日期 Rental Date	日期 Date			时间 Time		
银行资料 Bank Info (作为订金退款之 用途 For deposit refund purpose)	银行名字 Bank Name		账户号码 Account No		账户名字 Account Name	
付款方式: 请将款项汇至以下户口, 并将姓名和电话号码, 连同付款单据电邮至 sa@hanxin.edu.my。 ONEWORLD HANXIN COLLEGE SDN BHD MayBank: 5148-4230-1788						

Payment Methods:

Please bank in to below account and email the bank-in slip with your name and phone number to sa@hanxin.edu.my

ONEWORLD HANXIN COLLEGE SDN BHD

MayBank: 5148-4230-1788

申请人声明 Applicant Declaration Section

本人/本机构已阅读韩新学院空间租借简章并同意遵守所有规则。

I/We have read and understand the Rental Rules and Regulations imposed by Oneworld Hanxin College and agree to be bound by them.

申请人签名 Signature of Applicant (团体/商号请盖印并由 主管人加签 Please insert seal and signature for Organizations and Companies)		日期 Date
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办公室填写 For Office Use

☐ 批准 Approve

☐ 不批准 Not Approve

学生事务处主任签名 :
Signature of Head of Student Affairs

日期 Date:

财务处填写 To be Completed by Finance Department

Total Amount	
<input type="checkbox"/> Bank In/ Transfer <input type="checkbox"/> Cash	
Receipt No.	
Payment Date	
Handle by	