To the Academic Office Manager

アカデミック・オフィス　課長　殿

Request for Special Permission (Non-class Day Usage)

**特別使用許可願　（休日）**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student ID Number** |   |   |   |   |   |   |   |   |
| **Name as shown on ID****(Last/ First/ Middle)** |       |

Schedule of Request

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Non-class Day Use****休日** | From:　 　　　　　  |     年/ |   月/ |   日 | () | － |     年/ |   月/ |   日 | () |
|  |  |     YYYY |    MM |    DD | () | － |     YYYY |    MM |    DD | () |
|  | \*Time: |  |   |   | –  |  |  |  |  |

\* Open hours: 08:00 – 00:00

\* The application should be submitted at least 2 days before intended use of the room

\*

Location

|  |  |  |
| --- | --- | --- |
| [ ]  Cyber Study Roomｻｲﾊﾞｰｽﾀﾃﾞｨ・ﾙｰﾑ | [ ]  GSA Common Room 1GSA博士前期課程共同研究室1 | [ ]  GSA Common Room 2GSA博士前期課程共同研究室2 |
| [ ]  GSAD Common Room 1GSAD博士後期課程共同研究室1 | [ ]  GSAD Common Room 2GSAD博士後期課程共同研究室2 | [ ]  GSM Common RoomGSM修士課程共同研究室 |
| **Air Conditioning / Heating 冷暖房** | [ ]  Needed [ ]  Not Needed　 要　 　　　 不要 | Additional Notes:      |

担当：( 　　　 )

受領印

|  |  |
| --- | --- |
| **Purpose:** |       |
| **Supervisor:** | Name:       |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / |

Office Use Only

|  |  |  |
| --- | --- | --- |
| 上記の施設使用・冷暖房使用を許可いたしましたので、お届けします。 | ｱﾄﾞﾐﾆｽﾄﾚｰｼｮﾝ課長（　　　　　　） | ｱｶﾃﾞﾐｯｸ課長（　　　　　　） |