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 1  GSA博士前期課程共同研究室1 | | GSA Common Room 2  GSA博士前期課程共同研究室2 |
| GSAD Common Room 1  GSAD博士後期課程共同研究室1 | | GSAD Common Room 2  GSAD博士後期課程共同研究室2 | | GSM Common Room  GSM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  （　　　　　　） |