



# The Maldives National University Faculty of Education

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## LEARNING SPACE BOOKING REQUEST

ROOMS:  AUDITORIUM  SEMINAR ROOM  
 CLASSROOM (AC)  CLASSROOM  (Indicate no of Classrooms required)

NAME: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DATE REQUIRED: From \_\_\_\_\_ To: \_\_\_\_\_ Usage Time/s: \_\_\_\_\_

EXPECTED ATTENDEES: No: \_\_\_\_\_ Type:  Students  Office Staff  Public  
 Senior Officials

PURPOSE: \_\_\_\_\_  
\_\_\_\_\_

Request for Additional items: (No additional charge will be for equipment and furniture within the requested room)

Audio system  Whiteboard, Duster, Whiteboard Marker  Others (Please specify)  
 Multimedia projector  Flip chart \_\_\_\_\_  
 Laptop  Chairs  Number \_\_\_\_\_  
 Overhead Projector  Tables  Number \_\_\_\_\_

### TERMS

- 1- Requesting Person(s) / Organization should take the full responsibility for any damage or loss to the requested item(s) during the period of lease.
- 2- Requesting Person(s) / Organization should not conduct any unlawful acts under the Maldivian Law in the leased premises during the period of lease.
- 3- Requesting Person(s) / Organization agree to pay within 7 days the fee charged for the use of the facility and the
- 4- Requesting Person(s) / Organization should check the availability of the requested items and must confirm its condition. CA is not obliged to provide facilities not available within the hired facility.

On behalf of the Organization I have read and understood the above mentioned terms, and I accept the above terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR FE USE	FEE DETAILS	FOR REVENUE SECTION USE
AUTHORIZED BY:	Fee for facility:	CHECKED BY:
NAME:	Fee for additional equipment:	NAME:
DESIGNATION:	Total:	DESIGNATION:
SIGNATURE	Discount:	SIGNATURE
DATE:	Final amount to be paid:	DATE:
	Date to be paid:	

**PAYMENT RECEIVED BY:**  
NAME: \_\_\_\_\_ Date paid: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ Stamp and signature: \_\_\_\_\_

**CHARGES FOR THE LEARNING SPACE & ADDITIONAL ITEMS**

<b>Space</b>	<b>Seating Capacity</b>	<b>Duration</b>	<b>Charge</b>
AUDITORIUM	140	Less than 3 hrs per day	1000/-
AUDITORIUM	140	More than 3 hrs per day	4000/-
SEMINAR ROOM	20	Per Hour	300/-
Classroom (AC)	50	Per Hour	300/-
Classroom (AC)	30	Per Hour	300/-
Classroom	30	Per Hour	250/-