



The Maldives National University Faculty of Education

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LEARNING SPACE BOOKING REQUEST

ROOMS: AUDITORIUM SEMINAR ROOM PE HALL
 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 AUTHORIZED BY: NAME: DESIGNATION: SIGNATURE DATE:	FEE DETAILS Fee for facility: Fee for additional equipment: Total: Discount: Final amount to be paid: Date to be paid:
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PAYMENT RECEIVED BY:

NAME: _____ Date paid: _____
DESIGNATION: _____

AMOUNT PAID: _____ Stamp and signature: _____

CHARGES FOR THE LEARNING SPACE & ADDITIONAL ITEMS

Space	Seating Capacity	Duration	Charge
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/-
PE Hall		Less than 3 hrs per day	5000/-
PE Hall		More than 3 hrs per day	10000/-