

CENTRE FOR EXTERNAL DEGREES AND EXTENSION COURSES (CEDEC)
EASTERN UNIVERSITY, SRI LANKA.

Application for Mini Auditorium/Lecture Hall/Board Room Reservation

Requisitioning Branch/Department/Faculty:

Date:

01. Name of Applicant :

02. Designation :

03. Purpose of Reservation:

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04. Expected Number of Persons for the Meeting/Function:

05. Date of Reservation :

06. Time of Reservation :

07. Payment: (if outside persons).....

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Signature of Applicant

For Official Use:

Reservation is **Allowed/Not Allowed**.

Name of Place allowed:.....

Signature of Officer in charge
(CEDEC).....

Reservation is **Allowed/Not Allowed**

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Senior Assistant Registrar/CEDEC

.....
Date

N.B:-

- ✓ Tea, refreshments, and lunch arrangements should be undertaken by the requisitioning officer, and the appropriate officer should arrange for an employee to assist with cleaning.
- ✓ The CEDEC office should receive the application forms at least two days prior to the reservation.