

Venue Negotiation Sheet for Student Organizations

Organization Name		Applicant		Applicant's Phone Number	
Venue				Date of Application	
Borrowing Period	/ / / : to / / / : (YMD/Time)				
Usage					
Applying President			Original Applicant		

The First Copy: Kept by Applying President

Organization Name		Applicant		Applicant's Phone Number	
Venue				Date of Application	
Borrowing Period	/ / / : to / / / : (YMD/Time)				
Usage					
Applying President			Original Applicant		

The Second Copy: Kept by Original Applicant

Organization Name		Applicant		Applicant's Phone Number	
Venue				Date of Application	
Borrowing Period	/ / / : to / / / : (YMD/Time)				
Usage					
Applying President			Original Applicant		

The Third Copy: Kept by Extra-Curricular Activities Section