



English Language Teaching Centre

Ministry of Education Malaysia

Lebuh Enstek, Bandar Enstek,

71760 Labu, Negeri Sembilan Malaysia

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Website: [www.eltc.edu.my](http://www.eltc.edu.my)

### RESERVATION FORM: MINI THEATRE

APPLICANT PARTICULAR		
Name	:	
Membership Card No	:	
Department / Course	:	
Category	: <ul style="list-style-type: none"> <li><input type="checkbox"/> Platinum Library Member</li> <li><input type="checkbox"/> Gold Library Member</li> <li><input type="checkbox"/> Silver Library Member</li> <li><input type="checkbox"/> Bronze Library Member</li> </ul>	
RESERVATION DETAILS		
Date :	Time :	No Of Users:
Purpose :		
Signature:		Date:
Name Of Users:		
1.	Membership No:	
2.	Membership No:	
3.	Membership No:	
4.	Membership No:	
5.	Membership No:	
6.	Membership No:	
7.	Membership No:	
8.	Membership No:	

**FOR OFFICE USE ONLY**

**ENDORSEMENT**

Application Status :  Approved  Not Approved

**OFFICER IN CHARGE**

Time-in :

Time-Out :

**Condition Of Facilities Used**

Before : Good  Satisfactory  Unsatisfactory

After : Good  Satisfactory  Unsatisfactory

Remarks :

Signature : Date:

**RULES AND REGULATIONS**

- A. This room is available to members **only**.
- B. Booking must be made **3 days** before use by completing a reservation form available at the counter.
- C. The Mini Theatre only can accommodate **3-8 users** per session.
- D. **RULES AND REGULATIONS:**
  - i. Users are encouraged to use the Mini-Theatre for academic purpose only.
  - ii. All users are requested to hand in their membership cards at the Service Counter. Cards will be returned upon leaving the Mini-Theatre.
  - iii. Users are encouraged to place personal belongings in the lockers provided.
  - iv. Users should only use media resources borrowed from library in the Mini-Theatre. In any event if non library media resources are to be used, a request should first be made to the librarian.
  - v. The ELT Library will not be held responsible for any loss or damage of personal items
  - vi. Users' belonging that one left behind at the discussion room will be removed and placed at the service counter by the staff at 5 p.m.
  - vii. Users are not allowed to bring in any library materials into the Mini-Theatre, the ELT Library reserves the right to remove library items found in the Mini-Theatre.
  - viii. Users are encouraged to report any damaged of facilities immediate to the service counter.
  - ix. User are not allowed to move the facilities placed in the Mini-Theatre.
  - x. Users will be held responsible for total cost incurred for repair/replacement in case of misuse of facilities in the Mini Theatre.
  - xi. Food and drinks are not allowed in the Mini Theatre. Users should ensure that furniture are not moved in and out of the room.
  - xii. Booking are not transferable between members. Users should contact the service counter (no. ext.: 9106) to change or cancel bookings.
  - xiii. Users should ensure that the lights, Air Conditioner, smart board, LCD projector, and plug points are turned- off after use.
  - xiv. In the event of double booking, the ELT Library shall decide on the bookings.
  - xv. The ELT Library reserve the right to inspect the Mini – Theatre even if it is in use.

**Declaration**

I..... membership card no. ....  
to abide by the rules and regulation of the ELT Library governing the usage of the discussion room. I further understand that my membership will be revoked if I fail to comply with these rules and regulation.

Signature:..... Date:.....