



Application Form – Space Rental in USJ Campuses (for External Usage)

<u>Applicant Information</u>	
Company/Organization:	
Contact Person:	Contact No.:
Email:	Application Date:
Signature and Chop:	

<u>Venue Information:</u>				
Location:	Ilha Verde / Nape	Date:	From:	
			To:	
Venue:	Classroom / “Don Bosco” Auditorium / Speaker Hall / Computer Lab			
Name of Event:		Time:	From:	
No. of Users:			To:	
Purpose:				
Remarks:				

<u>Central Services Office (CSO) Use Only</u>	
Receiving Date:	Ref. No.:
Receiver (CSO):	Remarks:
Assigned Room:	Location: Ilha Verde / Nape
Handled by (signature & date):	Approved By Administrator: (Signature & date)

<u>Finance Office (FNO) Use Only</u>	
Receiving Date:	Total Amount:
Receiver (FNO):	Confirmed by(signature & date):

Note: 1. Requisitions should be sent to Central Services Office (CSO) via email, csso@usj.edu.mo, or directly submit it to the following address at least 20 working days before the reservation date for arrangement.



聖若瑟大學TM
UNIVERSITY OF SAINT JOSEPH

Address: Estrada Marginal da Ilha Verde, 14-17, Macau, China (中國澳門青洲河邊馬路 14-17 號)

2. Applicant should comply with the "Space Rental Policy and Procedure (for External Usage)" (CSO-518).