

Room Booking Form



JCU Anatomy & Pathology

ORGANISATIONAL INFORMATION			
Name of Entity:		Contact Name:	
Email:		Telephone:	
Address:		Postal Address: <i>(if different from address)</i>	

BOOKING INFORMATION			
Name of Event:			
Date & Time:		Room:	
Equipment Required:	<input type="checkbox"/> Specimens listed <input type="checkbox"/> Whiteboard	<input type="checkbox"/> Audio visual inc. room linking	No. Attendees: <input type="text"/>

Specimen Information

Term & Conditions

1. Access to the facility is strictly limited to 7.00 to 21:00 Monday to Friday (excluding public holidays), unless otherwise arranged.
2. Delegates are to comply with the Health & Safety requirements of the Anatomy & Pathology areas as outlined in the Safety induction provided.
3. Whilst JCU Anatomy & Pathology Technical team staff are happy to provide technical support, they are not responsible for tutoring, photocopying, printing or formatting of presentations.
4. Should an Anatomy & Pathology area booking need to be cancelled, delegates are to email the JCU Anatomy & Pathology Technical team at anatomy@jcu.edu.au at least 24 hours prior to the commencement of the booking.

In completing this booking form I understand that myself, and any event attendees, hereby agree to adhere to the terms and conditions as stipulated above.

Contact Name & Title:

Signature:

Date: