

**UNIVERSITY OF EASTERN AFRICA, BARATON
REQUEST TO USE A CLASSROOM**

NOTE:

TO BE FILLED IN DUPLICATE. ONE COPY IS KEPT IN THE OFFICE OF DEPUTY VICE-CHANCELLOR FOR ACADEMICS. ANOTHER IS TO BE PRESENTED TO THE CUSTODIAL SUPERVISOR. THE CUSTODIAL SUPERVISOR TEARS OFF THE LOWER PORTION IN ORDER TO RETURN IT TO THE OFFICE OF DEPUTY VICE-CHANCELLOR FOR ACADEMICS.

Classroom No. Date of Classroom Use

Time of Classroom Use: From To

Purpose of Room / Classroom Use / Occasion

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Requested by Date Filled

REGULATIONS GOVERNING THE USE OF A CLASSROOM:

- 1. Cleanliness is to be observed.**
- 2. Noise is reduced to minimum so as not to disturb other people.**
- 3. No wild or rock music allowed.**
- 4. Films shown must be approved by the Deputy Vice-Chancellor for Student Affairs & Services.**
- 5. Arrangement of chairs must be restored.**
- 6. Classes will take priority at all times.**
- 7. As a general rule, a faculty advisor must be present.**
- 8. Any violation of any of the above regulations could result in the loss of the privilege to use a classroom.**

APPROVAL SIGNATURES:

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Faculty Advisor

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Deputy Vice-Chancellor, Academics

THIS LOWER PORTION IS TO BE RETURNED BY THE CUSTODIAL SUPERVISOR TO THE OFFICE OF THE DEPUTY VICE-CHANCELLOR FOR ACADEMICS.

The Deputy Vice-Chancellor, Academics:

This is to certify that the regulations governing the use of a classroom have been / have not been followed by:

Name of Group

Date of Use Room No.....

Violation

Signed
Custodial Supervisor