**安中大楼会议室使用登记表（一式两份）**

编号：Q/TL·QR702-15　　 NO

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 使用单位 | |  | | | | | | | | | 场地名称 | | |  | | | | | | | |
| 活动内容 | |  | | | | | | | | | | | | | | | | | | | |
| 登记人姓名 | |  | | | | | 电话 | |  | | | | 登记时间 | | | |  | | | | |
| 使  用  要  求 | 活动起止时间 | | | | | | | 年 月 日 点～ 点 | | | | | | | | | | | | | |
| 参加对象及人数 | | | | | | |  | | | | | | | | | | | | | |
| 横  幅 | | 自制 | |  | | | 内容： | | | | | | | | | | | | | |
| 代做 | |  | | |
| 悬挂地点 | | | | |  | | | | | | | | | | | | | |
| 主席台桌和人数 | | | | | | |  | | | | | | | | | | | | | |
| 有偿服务项目（请根据需要选择） | | | | | | | | | | | | | | | | | | | | |
| 内容 | 玻璃访谈桌 | | 空  调 | | 无  线  话  筒 | | 投  影仪 | 立  牌  内  芯  制  作 | 胸  花 | | 讲  台  花 | 桌  花 | | 花 卉  植 物 | 茶 | | 矿  泉  水 | 桌  签 | | 外  场  地  布  置 |
| 价格 |  | |  | |  | |  |  | |  |  |  | |  |  | |  | |  |  |
| 数量 |  | |  | |  | |  |  | |  |  |  | |  |  | |  | |  |  |
| 其  他  要  求 |  | | | | | | | | | | | | | | | | | | | | |
|
| 备注 |  | | | | | | | | | | | | | | | | | | | | |

负责人签名： 付款单位盖章：