

Annex 6 –Reservation of Multipurpose Room Request Form

Employee Information				
Employee's Name:				
School / Company:			Apartment Number:	
Contact Number:				
E-mail:				
Event Information				
Event purpose / Description :				
Date of event :				
Event duration:	From :	:	(am/pm)	To: : (am/pm)
Number of Participants:			Non-resident invitees No.:	
Vendor name:			Set-up time: : (am/pm)	
Any planned Activities :				
Declaration				
I confirm that the information I have provided is correct and understand that my application may not be considered if I knowingly provide any false information. I also take full responsibility that the activities and events requested above complies with the school's standards, values, and ethical traditions in the State of Kuwait. I also take full responsibility for the behavior of my non-resident invitees and will bear the cost for any damages incurred in the compound whilst they are available in the accommodation.				
Signature			Date	
Approval - To be filled by the Facilities Management				
☐	Approved	Name : Date: / /202		
☐	Not Approved	Signature :		
Reason of rejection:				