

Reservation Form for the Video Conference Room

Term of Use

1. The room is an active learning facility intended for talk-aloud activities such as presentation practice.
You cannot use the room for activities that do not require speaking, and for purposes not related to your study and learning (e.g., club activities).
You can neither use the room for passive learning such as listening-only online lectures.
*On Mita Campus, there are rooms designated for online lectures.
Please refer to Keio University Student Website for details.
2. We do not recommend using the room for extremely important occasions.
We take no responsibility for any inconvenience caused by bad connection or any other issues.
3. Make sure to bring your own earphones or headset.
4. A reservation, up to 3 hours at a time, can be made one month prior to the desired date of use.
Your reservation will be canceled if you are late for 15 minutes.
If you cancel multiple times without notification, we may decline your future reservation request.
5. Food and smoking are strictly prohibited in the room.
As soon as the rule violation is confirmed, we will ask you to leave the room immediately, and you will no longer be eligible for the service.
6. Return your 'In Use' tag to the counter as you leave.

Do you agree to the Term of Use?

☐ Yes

☐ No

[Date of Use]

mm/dd/yyyy

[Time of Use]

From

Until

*Up to 3 hours per session; make sure to return your 'In Use' tag.

[Purpose of Use]

☐ Online studying (☐ Seminar or 'zemi' ☐ Group work ☐ Academic meeting)

☐ Talk-aloud activities (☐ Oral language training ☐ Presentation practice)

☐ Interview with a faculty member

☐ Others (*Please describe precisely.

)

Faculty/Graduate School

Year

☐ Graduate Student ☐ Undergraduate Student

Student ID

Full Name

*Privacy Policy of the Media Center

https://www.lib.keio.ac.jp/en/privacy_policy.html

ブースNo.:

受付日:

担当者: