**会议室借用申请单**

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| **会议名称** |  | | | |
| **借用日期** |  | | **借用时间** |  |
| **借用部门** |  | | | |
| **参会人数** | **所内** | **人** | **所在部门** |  |
| **所外** | **人** | **所在单位** |  |
| **是否需要使用投影** | | |  | |
| **会议联系人** |  | | **联系电话** |  |