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| **會議室使用申請單** | | | |
|  | | **填寫日期\*：** | |
| **申請人\*** |  | **申請部門\*** |  |
| **會議室編號\*** |  | **使用人數** |  |
| **用途說明\*** |  | | |
| **申請期間(起)\*** |  | **申請期間(迄)\*** |  |
| **欲使用設備\*** |  | | |
| **備註** |  | | |