**办公设备设施租用申请表**

**Request Form for Office Facilities and Furniture**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 类型Item | 数量Quantity | 租用起始日Start Date | 租用截止日End Date | 使用房间编号Booth No. |
| 长条桌Long Desk |  |  |  |  |
| 圆桌Round Table（White/Wood） |  |  |  |  |
| 高级媒体办公椅Chair |  |  |  |  |
| 高级办公椅Swivel Chair(White/ Black) |  |  |  |  |
| 单人沙发Single Sofa(White/Black/Brown) |  |  |  |  |
| 三人沙发Three-seat Sofa(White/Black/Brown) |  |  |  |  |
| 单人茶几Single Table |  |  |  |  |
| 双人茶几Double Table |  |  |  |  |
| 圆形茶几Tea Table |  |  |  |  |
| 储物柜Locker |  |  |  |  |
| 多功能一体机（黑白）All-in-one Printer(Black &White) |  |  |  |  |
| 多功能一体机（彩色）All-in-one Printer(Color) |  |  |  |  |
| 笔记本电脑Laptop |  |  |  |  |
| 电视机TV Set |  |  |  |  |
| 转换器Mini Converters |  |  |  |  |
| 硒鼓（黑白）[Cartridge](http://www.baidu.com/link?url=dUBDy-gg-ak43DEVlIebNFBgX4h8iwz92deN6aYFrtNw6_Bboyz1w-OiQq5EIHuUS9nZpF_IQtScG5n24lYC2hQnJWJEzgtTbDvtzZH79HC" \t "_blank)(Black &White) |  |  |  |  |
| 硒鼓（彩色）[Cartridge](http://www.baidu.com/link?url=dUBDy-gg-ak43DEVlIebNFBgX4h8iwz92deN6aYFrtNw6_Bboyz1w-OiQq5EIHuUS9nZpF_IQtScG5n24lYC2hQnJWJEzgtTbDvtzZH79HC" \t "_blank)(Color) |  |  |  |  |
| 电源接线板Power Strip |  |  |  |  |
| A4纸（包）Printing Paper |  |  |  |  |
| 申请媒体名称Media Name |  | 申请人姓名Applicant |  |
| 联系电话Tel. |  | 日期Date |  |

注：所有租赁办公设备设施仅限在新闻中心内使用。

Note: All rented office facilities and furniture can only be used within the Media Center.