**演播室、采访室、新闻发布厅使用申请表**

**Request Form for Television Studio,Interview Room,**

**and Press Conference Halls**

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| 申请  媒体名称  Media Name | |  | | | 申请人姓名  Applicant |  | |
| 联系电话  Tel. | |  | | | 申请日期  Date of application |  | |
| 序号  No. | 名称  Name | | 面积/座位数  Area/Seats | 使用日期  Date of Use | 开始时间  Start from  (by hour) | | 结束时间  End at  (by hour) |
| 1 | 演播室  Television Studio | | 43m2 |  |  | |  |
| 2 | 采访室  Interview Room | | 28m2 |  |  | |  |
| 3 | 大型新闻发布厅  Press Conference Hall A | | 250座  250 seats |  |  | |  |
| 4 | 小型新闻发布厅  Press Conference Hall B | | 150座  150 seats |  |  | |  |