Finance Lab Booking Form (FLB)

Date: / /
Time: to

Kindly fill up the following details:

Sl. No.	Name of the User	Reg. No. / Emp. ID. No.	Category of the User (Student/Staff/Faculty)	Signature of the User
1				

Database Requirement:

☐ Bloomberg   ☐ LSEG Terminal 1   ☐ LSEG Terminal 2

Purpose of the booking for the Finance Lab:

………………………………………………………………………………………………………..

(Signature of the FLB user)

Note:
- ❖ Users must deposit their ID cards at the help desk to collect Finance Lab keys, and after using the Finance Lab, the users must submit the room keys at the help desk.
- ❖ Bookings can be made up to two days in advance.
- ❖ Users are responsible for the Lab equipment, furniture, and fittings.
- ❖ The finance lab can be booked for a maximum period of 2 hours. Only a 10-minute grace period is given for holding reservations.
- ❖ **User can book one slot (2 hours) per day. If you want to access further in urgency, please contact to the library**.
- ❖ The library will cancel bookings if the user fails to show up within 10 minutes of the booking time. The booking will be given to the next user in need.
- ❖ Eatable items are Strictly Prohibited.
- ❖ **The finance lab computers are strictly prohibited for personal use.**
- ❖ The library reserves the right to modify or change these terms and conditions without prior notice.

(For Library Use Only)

Key Handover   ☐

Room Ambience is OK   ☐ Yes   ☐ No

Remarks (If any):- …………………………………………………

(Signature of the LRC Staff)
Date: