

Korea-US Science Cooperation Center

Conference Room Reservation

Name of Company/Organization	
Date and Time	
Rooms	
Conference Room () Board Room ()	
Purpose	
Number of Attendance	
Fee *	

* All Day: \$600 Half Day(4hours): \$400 Within 2 Hours: \$200

- Any damage incurred during use of conference room will be billed separately and charged to responsible party

Name of Applicant : _____ Signature: _____

Title: _____ Date : _____