**Venue Usage Application Form for the College of Science at NCHU**

Revised on July 24, 2023

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| --- | --- | --- | --- |
| Applying Unit |  | Date of Application | \_\_\_\_\_\_\_(yyyy)/\_\_\_\_(mm)/\_\_\_\_\_(dd) |
| Applicant |  | Phone Number |  |
| Responsible Person |  | Phone Number |  |
| Purpose of Use |  |
| Estimated Number of People  |  |
| Venue Setup Time | From \_\_\_ \_\_(yyyy) / \_\_ \_(mm) / \_\_ (dd) \_\_\_\_:\_\_\_\_ to \_\_\_ \_\_(yyyy) / \_\_ \_(mm) / \_\_ (dd) \_\_\_\_:\_\_\_\_  | Total \_\_\_ hours |
| Event Time | From \_\_\_ \_\_(yyyy) / \_\_ \_(mm) / \_\_ (dd) \_\_\_\_:\_\_\_\_ to \_\_\_ \_\_(yyyy) / \_\_ \_(mm) / \_\_ (dd) \_\_\_\_:\_\_\_\_  | Total \_\_\_ hours |
| Evacuation Time | From \_\_\_ \_\_(yyyy) / \_\_ \_(mm) / \_\_ (dd) \_\_\_\_:\_\_\_\_  to \_\_\_ \_\_(yyyy) / \_\_ \_(mm) / \_\_ (dd) \_\_\_\_:\_\_\_\_  | Total \_\_\_ hours |
| Requested Venue (Capacity of people) |
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|  |  |
| --- | --- |
| * International Conference Hall (300 people)
 | * Science Conference Hall (80 people)
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| * S101 (72 people)
 | * S102 (54 people)
 | * S106 (54 people)
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| Venue | Venue Usage Fee | Setup and Evacuation Fees | Cleaning Fee | Deposit |
| International Conference Hall | NT$4,000/hour | NT$1,000/hour | NT$2,000/day | NT$2,000/event |
| Science Conference Hall | NT$2,500/hour | NT$500/hour | NT$1,000/day | NT$2,000/event |
| S101 | NT$1,800/hour | NT$500/hour | NT$1,000/day | NT$1,000/event |
| S102、S106 | NT$1,500/hour | NT$500/hour | NT$1,000/day | NT$1,000/event |
| * **I have read and agreed to the Fee Regulations and Standards for Venues under the College of Science at National Chung Hsing University. (\*Use of communication products from Mainland Chinese brands is prohibited.)**
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| Applicant |  | Unit Supervisor |  |
| Review Result |  □ Approved  | Venue Usage Fee NT$＿＿＿＿＿＿＿Setup and Evacuation Fee NT$＿＿＿＿＿＿＿Cleaning Fee NT$＿＿＿＿＿＿＿Deposit NT$＿＿＿＿＿＿＿Others ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ |
|  □ Not Approved |
| Processing Staff |  | Dean |  |
| Deposit Payment Date |  | Deposit Refund Date |  |