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

Revised on July 24, 2023

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | * International Conference Hall (300 people) | | * Science Conference Hall (80 people) | | | | * S101 (72 people) | * S102 (54 people) | | * S106 (54 people) | | | | | | | | | | | |
| 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$1,000/event |
| * **I have read and agreed to the Fee Regulations and Standards for Venues under the College of Science at National Chung Hsing University. (\*Use of communication products from Mainland Chinese brands is prohibited.)** | | | | | | | | | | |
| Applicant | | |  | | | Unit Supervisor | |  | | |
| Review Result | | | □ Approved | | Venue Usage Fee NT$＿＿＿＿＿＿＿  Setup and Evacuation Fee NT$＿＿＿＿＿＿＿  Cleaning Fee NT$＿＿＿＿＿＿＿  Deposit NT$＿＿＿＿＿＿＿  Others ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | | | | | |
| □ Not Approved | | | | | | | |
| Processing Staff | |  | | | | Dean | |  | | |
| Deposit  Payment Date | |  | | | | Deposit  Refund Date | |  | | |