

# 國立中興大學理學大樓廣場及大廳使用申請表

National Chung Hsing University Science College Building Plaza and Lobby Usage Application Form

申請單位 Applying Unit		申請日期 Date of Application	年 月 日 Year Month Day
申請人 Applicant		聯絡電話 Phone Number	
使用場地負責人 Responsible Person		聯絡手機 Contact Mobile Number	
使用事由 Purpose of Use			
預計使用人數 Estimated Number of People	人		
使用時間 Usage Time	自 年 月 日 時 From _____(yyyy) / _____(mm) / _____(dd) ____:____ 共 時段 Total ____ period of time 至 年 月 日 時 to _____(yyyy) / _____(mm) / _____(dd) ____:____		
借用場地 Requested Venue (容納人數)			
<input type="checkbox"/> 理學大樓外廣場(含圓形草地) Science College Building Outdoor Plaza (including circular lawn)		<input type="checkbox"/> 理學大樓1F 大廳 Science Building 1F Lobby	
<input type="checkbox"/> 其他 Other ( )			
審核結果 Review Result	<input type="checkbox"/> 同意借用 場地清潔押金費： 元。 Approved Venue Cleaning Deposit Fee: NT\$_____ ※場地清潔負責人 Person in Charge of Venue Cleaning 姓名 Name:		
	<input type="checkbox"/> 不同意借用，審核理由： Not Approved Reason: _____ 電話 Phone:		
	學生證號 Student ID: _____		
申請人 Applicant	申請單位主管 Unit Supervisor	經辦人員 Processing Staff	管委會主委 Committee Chair
<p>一、校內單位：檢具活動相關證明文件，於使用日期7天前提出申請。                  校外單位：檢附立案證明影本、活動企劃書等相關文件，於使用日期10天前提出申請。                  For Internal Units: Please attach relevant activity documents and submit before the usage date at least 7 days.                  For External Units: Please attach proof of registration, activity proposal and other relevant documents, and submit before the usage date at least 10 days.</p> <p>二、借用單位逕攜核准申請表於申請通過後3日內至管委會，並清潔押金100元，若有學生/老師反應場地等未回復，將扣除押金，如有毀損需照價賠償。確認無上述情形始歸還。                  The approved application form must be presented at the committee within 3 days after approval to pay NT\$100 cleaning deposit. If there is feedback from students/teachers that the venue was not restored, the deposit may be forfeited. Any damages must be compensated at cost. Refunds will be issued only after confirmation of no such issues.</p> <p>三、各單位欲借用場地者，請事先自行勘查場地並詢問相關設備、器具，以確認是否符合需求。本會善盡維護責任，唯由於機器設備狀況無法人力控制，請務必於使用前一至二天進行設備測試，以免發生軟體不合而影響使用。一旦提出申請，即視為已了解並同意本大樓場地所供應之環境與器材並將自行進行測試，如遇不可抗力之因素，於申請後發生任何糾紛情事，請使用單位自行處理。                  Units intending to use the venue should inspect the venue and inquire about relevant equipment in advance to confirm if it meets the needs. The committee is responsible for maintenance, but equipment conditions may be beyond our control, please test equipment for 1-2 days before use to confirm its available. By submitting an application, it regards that the unit agrees to the provided conditions and will perform necessary testing. Any disputes arising due to uncontrollable factors post-application should be handled by the applying unit.</p> <p>四、本會僅提供活動之場地租用，不包括代管、代放置各借用單位之物品，請欲借用單位自行處理攜帶所需物品、資料等，本會恕無法提供相關服務。                  The committee only provides the venue used for activities; we don't give any service about managing or storing items for applying unit. Applying unit need to keep all required items and materials itself.</p>			