

國立中興大學生命科學系場地/設備使用申請表

National Chung Hsing University Department of Life Sciences Facility/Equipment Usage Application Form

申請日期： 年 月 日

Application Date: Year / Month / Day

使用場地/設備 Facility and Equipment Rental			
<input type="checkbox"/> 107 教室(120 人)Room107(120 people) <input type="checkbox"/> 203 教室(65 人)Room203(65 people) <input type="checkbox"/> 207 教室(48 人) Room207(48 people) <input type="checkbox"/> 209 教室(48 人) Room209(48 people) <input type="checkbox"/> 211 教室(60 人) Room211(60 people) <input type="checkbox"/> 401 教室(18 人) Room401(18 people) <input type="checkbox"/> 405 教室(45 人) Room405(45 people) <input type="checkbox"/> 505 教室(35 人)Room505(35 people) <input type="checkbox"/> 605 教室(35 人)Room605(35 people) <input type="checkbox"/> 318 會議室(25 人)Room318(25 people) <input type="checkbox"/> 715 會議室(12 人)Room715(12 people) <input type="checkbox"/> 其他設備(Other Equipment) :			
借用時間 Borrowing Time	自_____年____月____日(星期____), ____時 至_____年____月____日(星期____), ____時止 YYYY/MM/DD/ Weekday/ Hour - YYYY/MM/DD/ Weekday/ Hour		
申請人 Applicant Information	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="text-align: center; padding: 5px;">聯絡方式 Contact Information 實驗室分機或手機 Lab Extension or Mobile Number</td> </tr> </table>		聯絡方式 Contact Information 實驗室分機或手機 Lab Extension or Mobile Number
	聯絡方式 Contact Information 實驗室分機或手機 Lab Extension or Mobile Number		
老師簽章 Instructor's Signature	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; height: 40px;"></td> </tr> </table>		
使用目的 Purpose of Use	<input type="checkbox"/> 教學/學術性 Teaching / Academic <input type="checkbox"/> 非學術性 Non-academic		
審核結果 Review	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不收費 No charge 但應自行負責各項器材之準備、使用及場地清潔與回復原狀之責，活動所產生之垃圾應自行清運。 However, the applicant shall be responsible for the preparation, usage, and proper cleaning of all equipment, as well as restoring the venue to its original condition. Any waste generated during the activity must be removed and disposed of at the applicant's own expense <input type="checkbox"/> 需收費 Chargeable 依請下列核定金額至本校出納組繳費。 Pay the approved amount to the university cashier office as listed below. ____萬 ten thousand ____千 thousand ____百 hundred ____拾 ten ____元整 yuan exactly <input type="checkbox"/> 不同意理由 Disagree Reason :		
生科系承辦人 Biology Department Coordinator	生科系主任 Biology Department Head		

教室借用注意事項 Classroom Borrowing Guidelines: :

1.填表前，請自行上雲端系統確認無人借用。

Before filling out the form, please check the cloud system to confirm no one has already reserved the facility.

2.至少於使用前二日依規定表格提出申請，原則上只受理一個月內之借用。

Applications must be submitted at least two days before use and will only be accepted for rentals within one month.

3.系上舉行招生考試、碩博士生提出口試時即可申請

Applications can be made for departmental entrance exams and Ph.D. or Master's oral exams..

4.系上營隊活動若確定舉辦日期，即可提出申請(限活動日)，並請檢附活動行程表。

If a departmental event is confirmed, you may submit an application along with the event schedule.

5.本系會議室借用以系務相關會議優先使用。

Conference room usage will prioritize department-related meetings.

6.場地租借不得使用大陸廠牌資通訊產品(包含軟體、硬體及服務)。

The facility rental must not use mainland Chinese brand ICT products, including software, hardware, and services.

7.申請人需將產生之垃圾各自攜回，並將場地回復至使用前之清潔標準。

Applicants must take their trash with them and restore the facility to its original cleanliness before leaving.

8.若為廠商儀器說明使用，勿以實驗室開會名義借用，需付場地管理費。

If the equipment is for vendor use, it should not be borrowed under the name of a laboratory meeting. A venue management fee is required.