

國立中興大學生命科學系場地使用暨收費辦法
Regulations on Venue Usage and Fees in the Department of Life Sciences at National
Chung Hsing University

92 年 12 月 16 日系務會議通過
93 年 2 月 17 日系務會議通過修訂
101 年 5 月 2 日系務會議通過修訂
103 年 9 月 17 日系務會議通過修訂
108 年 9 月 24 日系務會議通過修訂
109 年 6 月 10 日系務會議通過修訂
110 年 3 月 16 日系務會議通過修訂
112 年 3 月 13 日系務會議通過修訂
114 年 2 月 18 日系務會議通過修訂
114 年 09 月 16 日系務會議通過修訂

Approved by the Department Affairs Meeting on Dec. 16, 2003
Amended by the Department Affairs Meeting on Feb. 17, 2004
Amended by the Department Affairs Meeting on May. 2, 2012
Amended by the Department Affairs Meeting on Sept. 17, 2014
Amended by the Department Affairs Meeting on Sept. 24, 2019
Amended by the Department Affairs Meeting on Jun. 10, 2020
Amended by the Department Affairs Meeting on Mar. 16, 2021
Amended by the Department Affairs Meeting on Mar. 13, 2023
Amended by the Department Affairs Meeting on Feb. 18, 2025
Amended by the Department Affairs Meeting on Sept. 16, 2025

- 一、 國立中興大學生命科學系（以下簡稱本系）為加強所屬共用場地（以下簡稱各場地）之使用管理，特訂定「國立中興大學生命科學系場地使用暨收費辦法」（以下簡稱本辦法）。
- I. The Department of Life Sciences at National Chung Hsing University (hereinafter referred to as the "Department") has established these "Regulations on Venue Usage and Fees" (hereinafter referred to as the "Regulations") to enhance the management of shared spaces (hereinafter referred to as "Venues") under its jurisdiction.
- 二、 本系各場地使用得在不影響教學及系務之情形下，提供校內外各單位舉辦學術演講、研討會、展覽、教學等相關活動之借用，並分別收取場地使用費及維護費。
- II. The Department may allow internal and external units to rent the Department's venues for academic lectures, seminars, exhibitions, teaching activities, and other related events, provided that the use does not interfere with teaching and departmental affairs. The Department will charge venue usage fees and maintenance fees accordingly.
- 三、 本系有優先借用權，會議室借用以系務相關會議優先、教室以排課為優先，其次為本系畢業口試、資格考及其他會議等；另排課順序如下：
- (一) 開課單位為本系所屬本系之必修課。
- (二) 開課單位為本系所屬本系之選修課。
- (三) 開課單位為外系所屬本系之必選修課。
- (四) 開課單位為本系所屬外系之必選修課。
- (五) 開課單位為外系所屬外系之必選修課(限本系老師開課)。

(六) 非上述所列之情形者，需經簽請單位主管同意後，始得列入排課。

III. The Department has priority in reserving its venues. For meeting rooms, priority is given to departmental meetings. For classrooms, course scheduling takes precedence, followed by departmental thesis defenses, qualification exams, and other meetings. The priority order for scheduling is as follows :

- i. Courses offered by the Department that are required for the Department's own students.
- ii. Courses offered by the Department that are elective for the Department's own students.
- iii. Courses offered by other departments but required or elective for the Department's students.
- iv. Courses offered by the Department but required or elective for other departments' students.
- v. Courses offered by other departments but required or elective for other departments' students (only if taught by Department faculty).
- vi. Any other circumstances not listed above must be approved by the department head before being included in the schedule.

四、 借用各場地應至少於使用日期前依規定表格提出申請(校內單位三週前、校外單位四週前，本系教師借用為教學目的者不受此限)，同一順位中有二個單位同時借用時，以先提出申請者優先，本系審核通過後始完成借用登錄程序。

IV. To reserve a venue, a formal application must be submitted using the prescribed form at least the following number of weeks in advance (internal units 3 weeks, external units 4 weeks, and for Department faculty using venues for teaching purposes, no such restriction applies). If two units with the same priority apply for the same time, the first unit to submit the application will have priority. The reservation will only be finalized after review and approval by the Department.

五、 本系可外借場地僅包括 107 階梯教室及 203 教學實驗室，借用順序及原則如下：

(一) 借用順序：

1. 本系所屬老師。
2. 本院所屬單位。
3. 本校其他各單位。
4. 校外單位。

(二) 借用原則：

1. 僅提供辦理學術性相關活動借用。
2. 凡借用本系外借場地因涉及門禁安全問題，非上班時間原則均不借用，但如遇特殊情況經申請並核准後，方得借用。

V. The Department may only rent out the 107 Lecture Hall and 203 Teaching Laboratory. The

reservation order and principles are as follows :

- i. Reservation Order:
 1. Department faculty members.
 2. Units within the College of Life Sciences.
 3. Other units within the University.
 4. External units.
- ii. Reservation Principles:
 1. Venues are only available for academic-related activities.
 2. Due to security concerns, external rental of venues will generally not be permitted outside of office hours. However, exceptions may be made under special circumstances, with prior approval following an application.

六、系各場地依下列標準收取場地使用費及維護費(內含水電、必要基本設備維護)，收費時段、標準及規定如下：

(一) 借用及收費時段：

1. 借用時間：原則以週一至週五。
2. 收費以時段計費，各時段分別為：8:00~12:00、13:00~17:00、18:00-22:00；逾時使用，每小時加收該時段使用費 30%，不滿 1 小時以 1 小時計。

(二) 收費標準：

| 場地 \ 使用者 | 本院暨所屬單位 (主辦校內活動) | 本院暨所屬單位 (非主辦校內活動)及 校內單位 | 校外單位 | 本系系學會 | |
|----------------------|---------------------|-------------------------------|--------|--------------|-------------|
| | 使用費 | 使用費 | 使用費 | 使用費 (非營利) | 使用費 (營利) |
| 107 階梯教室 (114 座位) | 免收 | 9,000 | 12,000 | 免收 | 5,000 |
| 203 實驗室 (65 座位) | 免收 | 4,000 | 8,000 | 免收 | 3,000 |
| 維護費(一次)2000 元 | | | | | |
| 門禁管制人員費(時段)1,000 元 | | | | | |

(三) 收費規定：

1. 本院暨所屬單位主辦之校內活動免費借用；本院暨所屬單位及校內外其他各單位舉辦、協辦或委辦相關學術、實務等演講及研討會需借用時，依本收費標準收費。
2. 本系學生活動申請場地借用填寫申請表時，需經指導教師及單位主管核章，如使用活動為非營利用途時，得免收場地使用費，惟應繳納維護費，如為收費型之活動，依本收費標準收費。
3. 各場地相關費用應於開具繳費通知單後三日內向本校出納組繳納，並將收據第二聯送至本系存查，否則視同放棄當次使用資格。若因不可抗力導致無法使用，得另行更換日期或以書面申請退費。

4. 若逢星期例假日、國定假日、校定假日，校外單位照表加收該時段費用之 50%，本校其他單位及本院暨所屬單位照表加收該時段費用之 30%；本院暨生科大樓所屬單位請自行負責大門管制門禁，其餘各單位之申請書須加會本院管委會簽准同意，如需協助管制門禁須另支付門禁管制人員費。
5. 如因特殊情況，本系無法借出或必須暫停借用之使用權時，得事先通知借用單位延期或停止使用；並無息退還相關用費。如遇天災或其他不可抗力之因素，致無法使用場地時，得以書面方式敘明理由，申請延期使用或退還尚未使用時段之相關費用。
6. 以上收費本系僅提供場地及設備借用，請自備工作人員，本系不提供人員協助。

VI. The Department will charge venue usage and maintenance fees (which include electricity, water, and necessary basic equipment maintenance) according to the following standards:

i. Usage and Fee Time Slots:

1. Usage time is generally from Monday to Friday.
2. Fees will be charged by time slot, which are as follows: 8:00 AM – 12:00 PM, 1:00 PM – 5:00 PM, and 6:00 PM – 10:00 PM. If usage exceeds the designated time, an additional 30% of the original fee will be charged for every extra hour, with any fraction of an hour counted as a full hour.

ii. Fee Standards:

| Venue \ User | Units within the College (for internal events hosted by the College) | Units within the College (for internal events not hosted by the College) and Internal Units | External Units | Departmental Student Association | |
|---|--|--|-------------------|-------------------------------------|---------------------------|
| | Usage Fee | Usage Fee | Usage Fee | Usage Fee (Non-profit) | Usage Fee (For-profit) |
| 107 Lecture Hall (114 seats) | 免收 | 9,000 | 12,000 | 免收 | 5,000 |
| Classroom 203 (65 seats) | 免收 | 4,000 | 8,000 | 免收 | 3,000 |
| Maintenance Fee (One-time): NT\$2,000 | | | | | |
| Access Control Personnel Fee (per time slot): NT\$1,000 | | | | | |

iii. Fee Regulations:

1. Internal Activities: Events organized by units within the College of Life Sciences and its affiliated units may use the venues free of charge. However, for academic, professional, or other related lectures and seminars organized, co-organized, or commissioned by units within the College or by other internal or external units, the applicable fees as outlined in these regulations will be charged.
2. Student Activities: For student organizations within the Department applying for venue usage, the application form must be signed by the faculty advisor and the unit head. If the event is non-profit, the venue usage fee may be waived; however, maintenance fees must still be paid. For events that charge a fee, the applicable fees will be charged according to the fee schedule.

3. Payment Terms: Fees for venue usage must be paid to the University's cashier office within three days of receiving the payment notice. A copy of the receipt (second copy) should be submitted to the Department for records. Failure to comply will be regarded as a waiver of the reservation. In case of force majeure preventing venue use, the event can be rescheduled, or a written request for a refund can be submitted.
4. Holiday and Weekend Surcharge: If the venue is used on weekends, national holidays, or University-recognized holidays, external units will incur an additional 50% of the standard fee for the respective time slot. For internal units or units within the College of Life Sciences, an additional 30% of the standard fee will apply. Units within the College of Life Sciences, as well as those within the Life Sciences Building, must manage their own access control. For other units, the application must be approved by the College Management Committee. If assistance with access control is required, an additional fee will be charged for the security personnel.
5. Cancellation or Postponement: In the event that the Department is unable to provide the venue or must suspend usage rights, the Department may notify the renting unit in advance, with the option to either postpone or cancel the reservation, and refund the fees without interest. If force majeure circumstances such as natural disasters prevent venue use, the renting unit may submit a written request explaining the situation, seeking either a postponement or a refund for the unused time slots.
6. Staffing: The Department only provides venue and equipment rental. Users are required to provide their own staff as the Department will not provide personnel assistance.

七、教學使用完畢請務必將場地之陳設恢復原狀並將環境整理乾淨，凡違反上述規定，罰款 500 元 (由借用人員所屬實驗室之老師項下經費扣除，非屬實驗室借用者則至系辦繳款)，同一學年度違反規定三次以上則送交系務會議裁決。

VII. After using the venue for teaching purposes, users must restore the venue to its original layout and clean the environment. Any violation of this rule will result in a fine of NT\$500 (deducted from the funding of the faculty member supervising the renting unit's laboratory. If the venue is not rented for laboratory use, payment should be made at the Department office). If the same individual violates this regulation more than three times within the same academic year, the matter will be referred to the Department Affairs Meeting for decision

八、借用本系各場地空間禁止使用危害國家資通安全之產品，以確保場地空間內資通安全。

VIII. The use of products that may pose a threat to national information security is strictly prohibited within the Department's venues, to ensure the safety of the information infrastructure within the space.

九、其他未盡事宜，悉依本校「國立中興大學場地設備管理使用暨收費辦法」規定辦理。

IX. Any matters not specified herein shall be handled in accordance with the "Regulations on

the Management, Use, and Fees of Venues and Equipment at National Chung Hsing University."

十、 本辦法經系務會議通過後實施，修訂時亦同。

X. These regulations are effective after being approved by the Department Affairs Meeting. The same applies when revisions are made.

若中文版本與英文翻譯版本有任何差異，以中文版本為準。

In the event of any discrepancies between the Chinese version and its English translation, the Chinese version shall prevail.

國立中興大學生科大樓公用場地使用申請表

| | | | | | | |
|--|---|---------|----------|--|--|---|
| 申請單位 | (校外單位請附統編) | | 申請日期 | 年 | 月 | 日 |
| 申請人 | | 聯絡市話/手機 | | | | |
| | | 電子信箱 | (務必填寫清楚) | | | |
| 使用場地負責人 | | 聯絡市話/手機 | | | | |
| | | 電子信箱 | (務必填寫清楚) | | | |
| 使用事由 | | | | | | |
| 預計使用人數 | 人 | | | | | |
| 使用時間 | 自 | 年 | 月 | 日 | <input type="checkbox"/> 時段(08:00~12:00) | |
| | 至 | 年 | 月 | 日 | <input type="checkbox"/> 時段(13:00~17:00) | |
| | | | | | <input type="checkbox"/> 時段(18:00~22:00) | |
| 門禁開放需求 | <input type="checkbox"/> 需協助管制門禁並同意另支付門禁管制人員費 | | | | | |
| <input type="checkbox"/> 已詳讀「生命科學系場地使用暨收費辦法」、「生命科學系場地使用申請說明」借用人員/單位提出借用申請與簽名確認後，即為視同瞭解並同意使用規則，如違反使用規定、未能將場地回復原狀或損壞設施時，同意委託貴單位處理，並負擔相關費用。 | | | | | | |
| 確認簽名： | | | | | | |
| 借用場地(容納人數) | | | | | | |
| <input type="checkbox"/> 107 階梯教室(120 人) 禁止飲食 | | | | <input type="checkbox"/> 203 教室(65 人) 禁止飲食 | | |

| | | | |
|--|--|-----|--|
| 系審核欄 | | | |
| <input type="checkbox"/> 同意借用： <input type="checkbox"/> 不收費。 | | | |
| <input type="checkbox"/> 收費： | | | |
| 場地使用費：_____元。 | | | |
| 維護費：_____元。 | | | |
| 門禁管制人員費：_____元。 | | | |
| <input type="checkbox"/> 不同意借用，審核理由：_____ | | | |
| 承辦人 | | 系主任 | |

生命科學系場地使用申請說明

一、場地申請

1. 校內單位：檢具已簽署申請書與活動相關證明文件，於使用日期三週前提出申請。
校外單位：檢附已簽署申請書、立案影本、活動企劃等文件，於使用日期四週前提出申請。
2. 申請核准後請持國立中興大學開具之繳費通知單，於繳費單開立三日內向本校出納組繳納，完成繳費，並將收據第二聯送至本系存查以完成洽借程序，逾期繳費者視同放棄當次使用資格；完成繳費者除重大事由外，不得提出申請退費。

二、場地使用

1. 借用本系各場地空間禁止使用危害國家資通安全之產品(如大陸廠牌資通訊產品、包含軟體、硬體及服務)，以確保場地空間內資通安全。
2. 各場地禁止吸煙、飲食(除有特殊需求者)，使用期間請愛惜公物並保持環境清潔。
3. 本系善盡維護責任，唯機器設備狀況無法人力控制，務必於活動前預約場勘和測試學習設備(半小時為限，逾時則視該時段為場地借用，並收取租借費用)，以免發生軟體不合影響使用。如遇停電、天災等不可抗力之因素，導致影響活動之進行，本系概不負任何賠償責任。
4. 若需加裝額外設備等，場地佈置前須事先徵得本系同意後辦理；安裝或張貼標示牌、海報或宣傳標語等須張貼於指定處，不可任意安裝或張貼。
5. 場地借用如需開放一樓門禁時(僅限星期例假日、國定或校定假日活動申請者)，申請書需加會本院管會簽准同意。
6. 場地佈置前須事先徵得本系同意後辦理，安裝或張貼標示牌、海報或宣傳標語等須張貼於指定處，不可任意安裝或張貼。
7. 場地佈置及使用期間應指定人員於現場督導，借用單位亦應事先至現場瞭解環境安全情況，並告知工作人員相關安全注意事項，必要時應提供安全防護器具，以防止可能之職業災害。
8. 場地佈置及使用期間之相關人員，包括協力廠商、工作人員及參加活動人員等，其身分識別、安全維護、傷患救急及公共秩序，應由借用單位自行負責。
9. 借用單位於場地使用結束後，須於當日回復原狀，並本系確認無誤。相關花籃或其他非屬於本系物品，亦應於當日負責清潔及運離，本系概不負保管責任。借用單位之貴重財物、設備及資料，應自行派員妥為保管，如有遺失或損毀，本系概不負責。
10. 使用本系各場地提供之設備或器材，均應妥善維護，如有遺失或損壞，應負賠償責任；若借用人員/單位使用前即已發現瑕疵或毀損者，應立即告知本系處理，如因疏於告知而繼續使用致使損害發生或擴大，應由借用人員/單位負責賠償。借用人員/單位未經允許不得擅自移動或私自架設各項設備。

三、場地清潔

1. 活動前：請場地申請人員/單位(含課程/活動)務必至活動場地確認環境清潔有無任何疑慮或髒亂，若未提出疑異視為同意該場地環境整潔。
2. 活動後：請場地申請單位(含課程/活動)清潔、復原場地並保持內外環境乾淨，活動之垃圾請自行帶走處理；若活動於例假日辦理，清潔後務必拍照存證與郵寄照片至本系公用信箱。

四、其他事項

1. 本校汽、機車停車位及停車繳費為校內駐警隊之業務，請自行洽詢。電話：04-22840110、04-22840285。