

國立中興大學生命科學系場地使用辦法

Regulations for Facilities Usage in 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日系務會議通過修定

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

- 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 the "Regulations for the Use of Facilities in the Department of Life Sciences at National Chung Hsing University" (hereinafter referred to as "these Regulations") to enhance the management of shared facilities (hereinafter referred to as "the Facilities") under its administration.
- 二、 本辦法所稱各場地包含本系會議室、研討室、教室，得在不影響教學及系務之情形下，提供校內各單位舉辦學術演講、研討會、展覽、教學等相關活動之用。
 - II. The term "Facilities" as used in these Regulations includes the Department's meeting rooms, seminar rooms, and classrooms. These Facilities may be made available for academic lectures, seminars, exhibitions, teaching, and related activities organized by various on-campus units, provided that such use does not interfere with teaching or department affairs.
- 三、 本系各場地原則上僅供校內單位借用，不對外開放借用；本系有優先借用權(教室排課原則順序以本系必修課程為優先；會議室、研討室借用以系務相關會議優先使用，其次為本系畢業口試、資格考及會議等)，其次為本院其他單位，最後為本校其他單位，同一順位中有二個單位同時借用時，以先提出申請者優先。
 - III. In principle, the Facilities are available only for use by on-campus units and are not open for external use. The Department has priority in booking these Facilities, with classroom scheduling prioritizing the Department's required courses. Meeting rooms and seminar rooms are reserved first for department-related meetings, followed by graduate thesis defenses, qualifying exams, and other departmental meetings. Next in priority are other units

within the College, followed by other units within the University. If two units from the same priority level apply simultaneously, priority will be given to the one that submits the application first.

四、 本系各場地因涉及門禁安全問題，非上班時間原則均不借用，但校內單位(僅提供一樓教室)如特殊情況須簽請本院核准後借用。

IV. Due to security and access control concerns, the Facilities are generally not available for use outside of working hours. However, in special cases, on-campus units may request to use first-floor classrooms with approval from the College.

五、 借用各場地應至少於使用前二日依規定表格提出申請(本系教師借用為學術性目的者不受此限)，本系至遲於申請日起一日內回覆。

V. Applications for facility use must be submitted at least two days in advance using the prescribed application form (faculty members using the Facilities for academic purposes). The Department will respond to the application no later than one day after the submission date.

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

VI. A facility usage fee will be charged according to the following standards, which includes costs for water, electricity, basic necessary equipment, cleaning, and maintenance. The applicable time periods, standards, and regulations for charges are as follows:

(一) 借用及收費時段：

i. Usage and Charging Periods:

1、借用時段：週一至週五。

1. Usage period: Monday to Friday.

2、收費以小時計費，不及一小時以一小時計。

2. Charges are calculated on an hourly basis, with any usage period under one hour rounded to one hour.

(二) 收費標準：

ii. Charging Standards:

借用場地	保證金	收費標準			
	2,000 元	107 教室(120 人)	2,000 元	401 研討室(18 人)	800 元
203 教室(65 人)		1,500 元	405 研討室(45 人)	1,000 元	
211 教室(60 人)		1,500 元	505 研討室(36 人)	1,000 元	
207 教室(50 人)		1,500 元	605 研討室(38 人)	1,000 元	
318 會議室(25 人)		1,000 元	715 會議室(12 人)	800 元	
借用器材		攜帶式 單槍投影機(台)	1000 元	無線麥克風(台)	100 元

Facility	Deposit	Usage Fee			
	NT\$2,000	Classroom 107 (120 people)	NT\$2,000	Seminar Room 401 (18 people)	NT\$800
Classroom 203 (65 people)		NT\$1,500	Seminar Room 405 (45 people)	NT\$1,000	
Classroom 211 (60 people)		NT\$1,500	Seminar Room 505 (36 people)	NT\$1,000	
Classroom 207 (50 people)		NT\$1,500	Seminar Room 605 (38 people)	NT\$1,000	
Meeting Room 318 (25 people)		NT\$1,000	Meeting Room 715 (12 people)	NT\$800	
Equipment		Portable Single-Lens Projector (per unit)	NT\$1,000	Wireless Microphone (per unit)	NT\$100

(三) 收費規定：

iii. Fee Regulations:

- 1、本系及院內各單位教學使用免收場地管理費。
 1. No usage fee will be charged for teaching activities organized by the Department and other units within the College.
- 2、本系教師舉辦學術活動時，免收場地管理費，但須依本辦法申請使用。
 2. No usage fee will be charged for academic organized by when faculty members of the Department, but usage must be applied for in accordance with these Regulations.
- 3、本系系學會使用，免收場地管理費，但須依本辦法申請使用，且須由系學會指導老師(大三導師)於借用人欄處簽名。
 3. No usage fee will be charged for activities organized by Student Association of the Department, but usage must be applied for in accordance with these Regulations. The faculty advisor (typically the junior year advisor) of the student association must sign in the "applicant" section.
- 4、本系系友會使用，免收場地管理費，但須依本辦法申請使用。
 4. No usage fee will be charged for activities organized by the Alumni Association of the Department, but usage must be applied for in accordance with these Regulations.
- 5、學生學習使用(專題討論預講、實驗室 meeting) 免收場地管理費，但須依本辦法申請使用，並由指導教授或導師於借用人欄處簽名。
 5. No usage fee will be charged for student learning activities (e.g., seminar rehearsal, laboratory meetings), but usage must be applied for in accordance with these Regulations. The supervising professor or advisor must sign in the

"applicant" section.

6、外系借用及本系同仁舉辦非學術性活動時，得以收費之半價計費。

6. For use by departments outside the Department or non-academic activities organized by Department faculty members, a half-price fee will be charged.

7、場地管理費應於申請通過後二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。

7. The usage fee should be paid to Cashier Division of the University within two days after the application is approved, and the second copy of the receipt must be submitted to the Department for record-keeping. Failure to do so will be considered as a forfeiture of the right to use the facility. In cases of force majeure preventing facility use, applicants may either reschedule the booking or submit a written request for a refund.

七、場地使用應遵循注意事項另張貼於借用空間處並定期電子郵件方式提醒本系教職員工生。

VII. Facility usage must comply with the guidelines posted in the designated spaces and will be regularly reminded via email to all faculty, staff, and students of the Department.

八、各場地設備因故無法借出或必須暫停借用之使用權時，本系保留「不予借用權」及「停止使用權」，借用者不得異議。

VIII. The Department reserves the right to refuse or suspend facility use if the equipment in the space is unavailable or if the space must be temporarily closed. Borrowers cannot object to such decisions.

九、本系只提供場地借用，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。

IX. The Department only provides the space for use. After use, borrowers must restore the space to its original condition and ensure cleanliness. Any violation of these rules will result in a fine of NT\$500, which will be deducted from the faculty member's research funds if the borrower belongs to a laboratory. If the borrower is not affiliated with a laboratory, the fine must be paid at the Department office. Any individual who violates the regulations more than three times in the same academic year will be referred to the Department Affairs Meeting for further action.

十、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。

X. The use of products that may compromise national information and communication security is strictly prohibited within the Department's facilities to ensure cybersecurity and

data protection.

十一、本辦法經系務會議通過後實施，修訂時亦同。

XI. These Regulations shall take effect upon approval by the Department Affairs Meeting, and the same process shall apply to any amendments.

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.