

國立中興大學學生宿舍借用管理要點

National Chung Hsing University Rules for Students Dormitory Application

99年8月6日第0990300567號簽呈簽奉校長核定修正
Amendments are approved by the President on August 6, 2010
100年8月2日第1000300533號簽呈簽奉校長核定修正
Amendments are approved by the President on August 2, 2011
104年3月18日第1040300242號簽呈簽奉校長核定修正
Amendments are approved by the President on March 18, 2015

一、為有效管理學生宿舍，依據本校場地設備管理使用暨收費辦法訂定本要點。

1. This rule is established to manage student dormitory efficiently according to the Regulation for the Management and Charging of the Usage of Facility and Space of the University.

二、提供校內需留校住宿之學生及寒暑假各行政單位、系所、社團辦理各項活動，經學校核准始得申請寒暑假住宿。

2. The University provides dormitory for students in need and all administrative units, departments and clubs during summer and winter vacation.

三、申請時間：依住宿輔導組公告時間辦理，額滿不再受理。

3. Time for application: Students should apply for dormitory within the time the Student Housing Service Section announced and before the rooms are full.

四、住宿收費標準：

(一)暑假住宿學生繳交全學期宿費及電費各二分之一；寒假住宿學生繳交全學期宿費及電費各四分之一；如不滿一月者，得按寒假收費標準。低於十五日者，另採按日收費，宿費每人每日一百元，電費需另計。另寒、暑假住宿生清潔費，每人一百元。寢室清潔及財產保證金部分為比照學期全額收取。

(二)寒暑假各行政單位、系所、社團需住宿舍者，除於公告訂定時間內向各宿舍服務中心辦理申請外，並應繳納宿費每人每日兩百元，清潔費每人每次一百元，電費需另計。校外單位住宿每人每日收費三百元，清潔費每人每次一百元，電費需另計。

4. Standard rate:

(1) Students who apply for residence during summer vacation should pay 1/2 of the full semester residence fee and electricity fee while 1/4 for students apply for

residence in winter vacation. Students who do not stay over a month can pay by the winter vacation standard, and students who do not stay over 15 days can pay by day. Residence fee is NT 100 dollars per capita everyday with electricity fee excluded. Cleaning fee for public area is NT 100 dollars per capita. And cleaning fee for dormitory room and guarantee property fee should be paid by full semester standard.

(2)Administrative units, departments and clubs that want to apply for dormitory during summer and winter vacation should apply for it to the dormitory services center within the announced period, pay NT 200 dollars of residence fee per capita every day and NT 100 dollars of cleaning fee per capita every time when needed. Electricity expense is excluded. Units of other universities or institutions should pay NT 300 dollars of residence fee per capita every day and NT 100 dollars of cleaning fee every time when needed. Electricity fee is excluded.

五、申請核准後，借用單位需預繳 10%住宿人數之住宿費(寢室房間清潔費另計)或外借場地清潔費每日伍佰元整(非寢室房間)。除因不可抗力或其他重大因素外，不得申請延期或要求退費。

5. After approval, units should either pay 10% of the total residence fee (dormitory room cleaning fee excluded) in advance or pay NT 500 dollars cleaning fee for public area every day. Except for some unpredictable circumstances, one cannot ask for extension or refund.

六、借用單位及學生應遵守下列規定:

6. Unites and students who apply for dormitory should abide by the following rules:

- (一) 遵從政府法令及本校規定，不得妨害社會善良風俗。
- (二) 借用單位依管理單位核定日期進住並提供住宿人員名冊予宿舍服務中心。
- (三) 未經許可不得張貼海報、宣傳標語，或因辦理選舉而設投票所。
- (四) 宿舍內全面實施禁煙。
- (五) 硬體設施不得任意敲打與破壞。
- (六) 不得攜帶鞭炮、火燭等易燃物或爆裂物及其他危險物品與有礙衛生物品及攜入任何寵物。
- (七) 借用申請經核准後，不得任意轉借其他單位使用及個人。
- (八) 使用時應維護清潔，不得改變原有設施，活動結束後須回復原狀。
- (九) 使用時應愛惜宿舍各項器材或設備，不得擅自啟用各項設備，如需臨時另接電源或電器設備，應先接洽宿舍服務中心辦理，若因使用不當

造成毀損者，應負損害賠償責任。

- (十) 嚴禁於宿舍內烹煮食物；離開寢室，應關閉宿舍之門窗及電源。
- (十一) 借用單位因故取消借用時，應提前一週辦妥取消借用及退費手續。逾期不受理，所繳費用概不退還。
- (十二) 借用單位及學生應負責住宿人員及財務管理責任。
- (十三) 使用時應遵守門禁管制並保持住宿區之寧靜。

- (1) Units and students should abide by the law and the school regulations.
- (2) Units and students should check in on the approved date and provide dormitory staff with residence registry.
- (3) One should not put up poster and slogan or set up polling booth in the dormitory.
- (4) No smoking in the dormitory.
- (5) One should not deliberately damage the facilities and equipment in the dormitory.
- (6) One should not bring explosives, flammable products or objects that might endanger people such as fire cracker or candle. Also, one should not bring in unsanitary objects or pets in the dormitory.
- (7) After the application is approved, one should not rent the room to other units or individuals.
- (8) When using equipment or appliance, one should keep it clean and maintain it. After using it, one should put it back in its place.
- (9) Units and students should maintain the facilities and the equipment in the dormitory. If necessary, units and students should ask the dormitory services center to help them to add external power supply. Any damage caused by inappropriate usage should be compensated.
- (10) No cooking in the dormitory. When leaving the dormitory room, one should close the door and window and turn off the light.
- (11) Units and students who want to cancel the registration should cancel it and apply for refund one week before the residence. Cancellation and refund application after check-in will not be accepted.
- (12) Units and students should be responsible for their own safety and properties.
- (13) Abide by the dormitory curfew policies and keep quiet in the dormitory.

七、本要點簽請校長核定施行，修正時亦同。

- 7. The rule shall be implemented after being approved by the president. Any amendments shall be processed accordingly.