|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 申請資訊 | | | | |
| 申請單位 |  | | 核准日期 | 年 月 日 |
| 申請單位聯絡人 |  | | 聯絡電話 |  |
| 電子信箱 |  | | | |
| 聯絡地址 |  | | | |
| 活動全稱 |  | | | |
| 借用期間 | ○○○年○○月○○日○○時○○分 至  ○○○年○○月○○日○○時○○分（4小時計1時段，共 時段） | | | |
| 借用地點  (請勾選) | □F0□F2□F4□F6□F8□F10 □F12 □舞蹈教室 □草地廣場 □雲平廳  □興藝廳 □藏修坊 □息游坊 □樂學坊 □樂群坊 □居學園  □會議室A □會議室B □討論室A □討論室B  □圓廳302展演空間 □圓廳303展演空間  □惠蓀堂南廣 □惠蓀堂北廣 □小禮堂 □怡情廳 | | | |
| 備註 | (黃色底色處請務必詳細填寫) | | | |
| 承租單位(人)  統一編號 |  | | | |
| 申請程序 | | | | |
| 1. C:\俽妤\場地管理\場地管理員QR CODE.jpg確認：請詳閱本組網站確認所需借用場域、設備，相關事宜可掃描QR code詢問。 2. 申請：填妥「場地借用申請單」及「活動企劃書」，請紙本擲送課外組(校內)或寄至電子信箱[wxes903040183@nchu.edu.tw](mailto:wxes903040183@nchu.edu.tw) 。 3. 繳費： 4. 校外：請將確認後之場地費以下列方式繳費：   繳費方式： 1.以繳費單之虛擬帳號(銷帳編號)匯款至校務基金專戶 2.至出納組繳現金(憑證由繳款人當場領走) 3.使用超商條碼至四大超商(統一、全家、萊爾富、OK) 繳費。  匯款證明請email給本校通知的管理員，俾憑開立發票。   1. 校內：至「出納組」繳交場地費，並將「繳費通知單」第一聯（繳款人收執聯），繳回課外組確認繳費完成後完成借用程序。 2. 復原：請於使用前詳閱各場地的使用須知，並依據須知清潔與復原各場地。 3. 賠償：器材設備如有損壞，借用單位將負賠償責任。 | | | | |
| 申請借用單位 | | 申請人簽章： 主管： | | |
| 場管單位審查意見 | | 承辦人： 主管： | | |
| 費用總計：新台幣 元整 | | |

※備註：收費請參考「國立中興大學學務處課外活動組場地租用辦法

**Application for Renting Venues**

**from the Extracurricular Activities Group (NCHU)**

March 15, 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application information | | | | |
| Applicant |  | | Approval date | Date: |
| Contact person of the applicant |  | | Contact number |  |
| Email |  | | | |
| Contact address |  | | | |
| Full name of the activity |  | | | |
| Borrowing period | From to  (4 hours counted as 1 time slot, total time slot) | | | |
| Borrowed venues  (please tick) | □F0□F2□F4□F6□F8□F10 □F12 □Dance Studio □Grass Stage □Yun-Ping Hall  □ Xing-Yi Room □ Workshop Corner □ , Recreation Corner □ Philosopher Corner □ Fellowship Corner□ Ju-Xue Workshop  □ Meeting Room A □ Meeting Room B □ Discussion Room A □Discussion Room B  □ Round Hall 302 □ Round Hall 303  □Hui-Sun Memorial Hall South Site □Hui-Sun Memorial Hall North Site  □Small Auditorium □Yi-Qing Hall | | | |
| Remarks | (Please fill in the details in the field in yellow) | | | |
| Tenant (person)  Uniform No. |  | | | |
| Application procedures | | | | |
| 1. C:\俽妤\場地管理\場地管理員QR CODE.jpgConfirmation: please refer to the website of the Group to confirm the required venue and equipment, and scan the QR code to inquire about related matters. 2. Application: Fill in the "Application Form for Venue Borrowing" and send it in hard copy to the Extracurricular Group (on-campus) or email it to [wxes903040183@nchu.edu.tw](mailto:wxes903040183@nchu.edu.tw). 3. Pay the fees: 4. Off-campus: please pay the confirmed venue fee and cleaning fee in the following ways   Payment method: 1. Use the virtual account number (debit number) of the payment slip to remit the money to the special account of the Office of School Affairs; 2. Pay the money at the cashier's office (the receipt will be collected by the payer on the spot); 3. Use the barcode to pay at the four major convenience stores (7-11, Family Mart, Hi·Life, and OK).  Please email the remittance proof to the notifying administrator of the school for issuing the invoice.   1. On-campus: go to the cashier's office to pay the venue fee and cleaning fee, return the first copy of the "Payment Notice" (payer's receipt) to the Extracurricular Group to confirm that the payment has been made, and then complete the loan process. 2. Restoration: please read the usage instructions of each venue carefully before use, and clean and restore the venue according to the instructions. 3. Compensation: If the equipment is damaged, the borrower shall be responsible for compensation. | | | | |
| On-campus units | | Applicant: Supervisor: | | |
| Review opinion of the venue management unit | | Undertaker: Supervisor: | | |
| Total cost: NT $ | | |

※Remarks: Please refer to "Measures for Renting Venues from the Extracurricular Activities Group of the Office of Student Affairs (NCHU)" for relevant fees.