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| 申請資訊 Application information |
| 申請單位Applicant |  | 核准日期Approval date |  年 月 日\_\_\_(D)/ \_\_\_(M)/ \_\_\_\_(Y) |
| 申請單位聯絡人Contact person of the applicant |  | 聯絡電話Contact number |  |
| 電子信箱Email |  |
| 聯絡地址Contact address |  |
| 活動全稱Full name of the activity |  |
| 借用期間Borrowing period | ○○○年○○月○○日○○時○○分 至○○○年○○月○○日○○時○○分（4小時計1時段，共 時段）From to(4 hours counted as 1 time slot, total time slot) |
| 借用地點Borrowed venues(請勾選)(please tick) | □F0 □F2 □F4 □F6 □F8 □F10 □F12 □舞蹈教室 Dance Studio □草地廣場Grass Stage □雲平廳 Yun-Ping Hall□興藝廳 Xing-Yi Room □藏修坊 Workshop Corner □息游坊 Recreation Corner □樂學坊 Philosopher Corner □樂群坊 Fellowship Corner □居學園 Ju-Xue Workshop□會議室A Meeting Room A □會議室B Meeting Room B □討論室A Discussion Room A □討論室B Discussion Room B□圓廳302展演空間 Round Hall 302 □圓廳303展演空間 Round Hall 303 □惠蓀堂南廣 Hui-Sun Memorial Hall South Site□惠蓀堂北廣 Hui-Sun Memorial Hall North Site □小禮堂 Small Auditorium □怡情廳 Yi-Qing Hall |
| 備註Remarks | (黃色底色處請務必詳細填寫)(Please fill in the details in the field in yellow) |
| 承租單位(人)統一編號Tenant (person)Uniform No. |  |

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| 申請程序 Application procedures |
| 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。

Confirmation: 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.1. 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[actnam@nchu.edu.tw.](actnam%40nchu.edu.tw.) 。

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 [actnam@nchu.edu.tw](actnam%40nchu.edu.tw).1. 繳費Pay the fees：
2. 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。Off-campus: please pay the confirmed venue fee and cleaning fee in the following waysPayment 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. 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。

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.1. 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。

Restoration: please read the usage instructions of each venue carefully before use, and clean and restore the venue according to the instructions.1. 賠償：器材設備如有損壞，借用單位將負賠償責任。

 Compensation: If the equipment is damaged, the borrower shall be responsible for compensation. |
| 申請借用單位On-campus units | 申請人簽章Applicant: 主管Supervisor: |
| 場管單位審查意見Review opinion of the venue management unit | 承辦人Undertaker: 主管Supervisor: |
| 費用總計Total cost: 新台幣 元整（NT$） |

※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

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