

Key points of Equipment Management for Student Extracurricular Activities (NCHU)

1. The Key Points of Equipment Management for Students Extracurricular Activities (hereinafter referred to as "Key Points") have been formulated to improve the development of student associations and improve the quality of student associations, enable the extracurricular activity equipment managed by the Extracurricular Activities Guidance Group of the Office of Student Affairs (hereinafter referred to as this "Group") to be effectively used and maximized to satisfy the needs of student extracurricular activities.
2. The name and quantity of the equipment available for borrowing will be updated on the Group's website from time to time.
3. To maintain the normal use and management of sound and light equipment, the Group invites students with relevant expertise to form the "Sound and Light Engineering Association", and authorizes the association to review the borrowing and supervise the usage. To avoid improper use, additional precautions are prescribed for compliance.
4. Student associations shall obtain approval before borrowing equipment for their activities. The borrowing of equipment shall be applied for one week before the activity, and the Borrowing Application Form shall be submitted to the Group. After reviewing and signing the application form, the borrower shall be responsible for receiving the equipment and checking its condition. Once the equipment is borrowed, the borrower shall be liable for any damage. The borrower shall borrow and return the equipment within the specified time; those who borrow the equipment of the small auditorium shall register with the manager of the small auditorium.
5. Except for the social service teams, which are allowed to take the equipment out of school during the summer and winter vacations, no other equipment can be taken outside the school without the permission of the Group.
6. The punishment rules for the violation of borrowing equipment are as follows:
 - (1) Those who apply temporarily beyond the time limit will be registered with 1 point for violation.
 - (2) Those who fail to register with the administrator of the small hall will be registered with 1 point for violation.
 - (3) Those who do not return the borrowed equipment within the time limit will be registered with 1 point for violation.
 - (4) Those who bring equipment outside the school without consent will be registered with 1 point for violation.
 - (5) Unauthorized transfer or use of unapproved borrowed items will be registered with 3 point for violation.
7. If the equipment is damaged due to human negligence or improper operation, the (borrower) user shall repair it unconditionally. The equipment shall be handled within one week after the activity to maintain its normal use. If the repair obligation is not fulfilled, the right to borrow the equipment

for the following year will be suspended. The operator's license shall be revoked and the operator shall be punished in accordance with the provisions of rewards and punishments.

8. The Key Points shall be promulgated and implemented after approval by the Director of the Office of Student Affairs, and the same applies to amendments.