

工程五館場地借用申請表

Engineering Building 5 Venue Booking Application Form

Date of filling the form: (Y) (M) (D)

申請單位 Unit of Applicant		申請人 Applicant	
職 稱 Title		聯絡電話 Phone Number	
系級/地址 Department and Grade/ Address			
借用場地 (請打✓) The Venue You Intend to Book (Please tick the box)	<input type="checkbox"/> 國際會議廳(287人) International Conference Hall (maximum capacity: 287 people) <input type="checkbox"/> 工學院會議室(20人) Conference Room of College of Engineering (maximum capacity: 20 people) <input type="checkbox"/> 其他 Other		
借用時間 Date/Time of Use	自 年 月 日 時 分 ~ 年 月 日 時 分 From (Y) (M) (D) ___:___ To (Y) (M) (D) ___:___		
借用事由 Activity/Reasons for Application			

<p>使用設備 (請打✓) Facility/Equipment Required (Please tick the box)</p>	<p><input type="checkbox"/> 手握式麥克風 Hand-held microphone</p> <p><input type="checkbox"/> 領夾式麥克風 Clip-on microphone</p> <p><input type="checkbox"/> 投影機 Projector</p>		
<p>注意事項 Notes</p>	<p>I hereby apply for the use of venue and facilities aforementioned, and am willing to abide by the terms and conditions of venue usage and to maintain public safety. If any breach occurs, I shall bear the liabilities of being forfeited the deposit and claimed for damages, and agree to terminate the right to use the venue immediately.</p> <p>Responsible Person of Using the Venue : _____ (簽章 Signature/Stamp)</p> <p>Janitor or Technician in Cooperation : _____ (簽章 Signature/Stamp)</p>		
<p>Fee</p>	<p>Venue Fee : NTD _____ 元</p> <p>Please pay the fee at Cashier Division of General Affairs Office of the School)</p>	<p>Received by Cashier Division</p>	
	<p>保證金 Deposit : NTD _____ 元</p>	<p>Received and Signed by College of Engineering</p>	
<p>Approval (For Dean of College of Engineering Only)</p>		<p>Recipient</p>	