

## Application Form for the Use of the Plaza at the Information Science Building, National Chung Hsing University

Applicant unit		Application date	Year _____ Month _____ Day _____
Applicant		Contact number	
Use site person in charge		Contact mobile phone	
Purpose of Use			
Expected Number of Users	_____ persons		
Usage Period	From: Year _____ Month _____ Day _____ Time _____ To: Year _____ Month _____ Day _____ Time _____ Total _____ time slots		
Venue Requested (Capacity)			
<input type="checkbox"/> Outdoor Plaza of the Information Science Building <input type="checkbox"/> Other (Specify: _____)			
Review Result	<input type="checkbox"/> Approved for Use, Cleaning Deposit Fee: _____ NT\$.		※ Venue Cleaning Supervisor: Name: _____ Phone Number: _____
	<input type="checkbox"/> Not Approved for Use Reason for Disapproval: _____		Student ID Number: _____
Applicant	Supervisor of Applicant Unit	Processing Personnel	Chair of the Management Committee
			Computer and Information Network Center:  Department of Applied Mathematics:
<b>Notes:</b> 1. For Internal Units: Submit relevant documents 7 days before the usage date. For External Units: Attach a copy of the registration certificate, activity proposal, and other relevant documents, and submit them 10 days before the usage date. 2. Approved applicants must submit the approved application form to the management committee within 3 days of approval and pay a cleaning deposit of NT\$100. If the venue is not restored or complaints are raised, the deposit will be deducted. Damages must be compensated at cost. The deposit will be refunded only if none of the above conditions occur. 3. Units wishing to use the venue must inspect the site and check the required equipment in advance to confirm its suitability. The management committee is responsible for maintenance, but due to uncontrollable equipment conditions, users must test the equipment 1-2 days before usage to prevent incompatibility issues. Submission of an application signifies agreement to these terms. Any disputes due to unforeseen circumstances must be resolved by the user unit. 4. The management committee only provides venue rental for activities and does not store or manage items for the borrowing unit. Borrowers must handle their own materials and equipment.			

