

Department of Chemistry, College of Science, NTU
Facility Rental Guidelines and Application Form

借用日期 Date of Rental		使用單位 單位 Renting Unit			使用單位 負責人簽章 Head of Renting Unit (Seal)	
借用時間 Time of Rental						
聯絡人 Contact		電話： TEL	手機： Mobile		Email:	
用途 Purpose						
1. 場地費 Facilities Fee (會計編號： Accounting No. 113KA075)	借用場所 Facilities	全日 All-Day 08:00~17:00	上午 Morning 08:00~12:00	下午 Afternoon 13:00~17:00	逾時費用 Over time charge	
	<input type="checkbox"/> B棟1樓松柏講堂(173人) Song-Pei Lecture Hall, 1st Floor, Bldg. B (capacity: 173 people)	<input type="checkbox"/> 21,000	<input type="checkbox"/> 12,000	<input type="checkbox"/> 12,000	<input type="checkbox"/> 每小時 3,000	
	<input type="checkbox"/> B棟2樓潘貫講堂(123人) Pan-Kuan Lecture Hall, 2nd Floor, Bldg. B (capacity: 123 people)	<input type="checkbox"/> 14,000	<input type="checkbox"/> 8,000	<input type="checkbox"/> 8,000	<input type="checkbox"/> 每小時 2,000	
	<input type="checkbox"/> B棟1樓大廳 Main Hall, 1st Floor, Bldg. B	<input type="checkbox"/> 10,000	<input type="checkbox"/> 5,000	<input type="checkbox"/> 5,000		
	<input type="checkbox"/> 階梯教室 A210 (96人) Lecture Hall A210 (capacity: 96 people)	<input type="checkbox"/> 6,000	<input type="checkbox"/> 3,000	<input type="checkbox"/> 3,000		
	<input type="checkbox"/> 階梯教室 A217 (90人) Lecture Hall A217 (capacity: 90 people)	<input type="checkbox"/> 5,500	<input type="checkbox"/> 2,800	<input type="checkbox"/> 2,800		
	<input type="checkbox"/> 平面教室 A121 (70人) Classroom A121 (capacity: 70 people)	<input type="checkbox"/> 4,000	<input type="checkbox"/> 2,000	<input type="checkbox"/> 2,000		
	<input type="checkbox"/> 會議室 B281 (48人) Meeting Room B281 (capacity: 48 people)	<input type="checkbox"/> 5,000	<input type="checkbox"/> 2,500	<input type="checkbox"/> 2,500		
	<input type="checkbox"/> 會議室 B171 (15人) Meeting Room B171 (capacity: 15 people)	<input type="checkbox"/> 1,500	<input type="checkbox"/> 750	<input type="checkbox"/> 750		
	校內單位平日借用以原價7折計收，例假日不優待 Rental by units under NTU enjoys a 30% discount (NB: Discount is NOT applicable on weekends/holidays).					
視聽設備不另收費： 液晶單槍投影機 Projector 資訊講桌 Digital Podium 麥克風 Microphone (使用3號電池*2，請自備電池) (Two AA batteries, NB: the office will NOT provide batteries) 小蜜蜂 Bug Mic (使用3號電池*2，請自備電池) (Two AA batteries, NB: the office will NOT provide batteries)						
2. 器材費收費標準 Equipment Fee and Service Fee Standards (會計編號： Accounting No. 113KC038)	<input type="checkbox"/> 壁報展示架 Poster Display Stand (NT\$100 元/個 piece/天 day)：____ 個 piece(s)×____ 天 day(s)=NT\$____ 元					
	場地佈置(須於辦公時間內進行)					
	<input type="checkbox"/> 借用松柏講堂 Song-Pei Lecture Hall (NT\$1500 元/小時 hour)：____ 小時 NT\$____ 元					
<input type="checkbox"/> 借用潘貫講堂 Pan-Kuan Lecture Hall (NT\$1000 元/小時 hour)：____ 小時 NT\$____ 元						
3. 工作人員服務費 (現金支付/恕無折扣) Personal Service Fee (Cash only/No discount)	平日 (Working days)			例假日 (Holidays)		
	<input type="checkbox"/> 半日 Half day/1 間 one hall or room/工作人員 1 人 one service person (NTD 800) <input type="checkbox"/> 全日 All day/1 間/工作人員 1 人 (NTD 1600) <input type="checkbox"/> 半日/____ 間/工作人員____ 人：議定為 Negotiated fee NTD_____ <input type="checkbox"/> 全日/____ 間/工作人員____ 人：議定為 NTD_____			<input type="checkbox"/> 半天/1 間/工作人員 1 人 (NTD 1000) <input type="checkbox"/> 全日/1 間/工作人員 1 人 (NTD 2000) <input type="checkbox"/> 半日/____ 間/工作人員____ 人：議定為 NTD_____ <input type="checkbox"/> 全日/____ 間/工作人員____ 人：議定為 NTD_____		
4. 非上班時間人員工作費(現金支付/恕無折扣) Non-Working Hour Personal Service Fee	上班時間 Working hours 08:00~17:00 (提早或延遲均以 1.5 小時為限 Extension beyond is restricted to 1.5 hours)					
	<input type="checkbox"/> 提早一小時以內 Early by 1 hour or less (NTD 500) <input type="checkbox"/> 提早超過一小時 Early by more than 1 hour (NTD 1500)			<input type="checkbox"/> 逾時一小時以內 Delay by 1 hour or less (NTD 500) <input type="checkbox"/> 逾時超過一小時 Delay by more than 1 hour (NTD 1500) 逾時認定以 15 分鐘為緩衝期 Buffering time 15 minutes		

會後場地巡視 Check list after use	<input type="checkbox"/> 液晶單槍投影機、資訊講桌、麥克風、電動螢幕、電燈、冷氣已關閉 Projector, computer desk, microphone, screen, light, air conditioner are properly switched off. <input type="checkbox"/> 場地內備器材設備數量清點無誤及功能正常，所有外借器材交還 All the equipment and accessories are returned under proper conditions. <input type="checkbox"/> 場地內無物品遺留、場地已鎖 Hall(s)/room(s) are cleared and locked. <input type="checkbox"/> 場地內外布置、垃圾及非屬化學系物品已清理並運離。All decorations and junks have been cleaned up and removed from the Chemistry building.				借用單位簽章 Signature by the inspector of the renting unit	
費用核算 Rental Fee	場地費 Facility Fee 器材費 Equipment Fee 工作人員服務費 Personal Service Fee		合計 TOTAL	NT\$		化學系主任 核可簽章 Approval by Dept. Chair
化學系承辦人 Dept. Office Contact	胡翔淳 Mr. Siang-Chun Hu (stevenhu@ntu.edu.tw) TEL: (02) 33661141; FAX: (02) 3366-8671				收件 簽章 Case Officer's Seal	

申請人注意事項(Further Notes for the Applicant)：

****『規章 521-國立臺灣大學化學系演講廳暨會議室階梯教室借用管理辦法』已公告本系網頁，填寫場地借用申請單之前，敬請務必詳閱。<https://www.ch.ntu.edu.tw/edoc/item/R521/>【臺大化學系首頁→相關資源與系統→化學系規章】**

****The document “(R521) Regulations Governing Rental Services of the Lecture Halls and Meeting Rooms (Department of Chemistry, National Taiwan University)” has been announced on the official website of the department (link). Please read it carefully before submitting the application. [Homepage → Resources → Regulations]**

****本系場地以系內上課與演講優先使用，有空時方得接受外借申請，並需徵得本系系主任同意。**

****Lectures and speeches organized by the Department of Chemistry enjoy priority for the use of facilities. Rental applications can only be accepted when facilities are not booked by lectures or speeches, and approval by the Dept. Chair is required.**

1. 借用人一經申請借用，視為已詳細閱讀、了解「**國立臺灣大學化學系演講廳暨會議室階梯教室借用管理辦法**」，並且聲明：茲申請借用上間場地及設備，並願意遵守化學系借用管理辦法之規定，如有違反願負一切責任，請 惠允辦理。Prior to the submission of rental application, the applicant shall thoroughly read the “Regulations Governing Rental Services of the Lecture Halls and Meeting Rooms (Department of Chemistry, National Taiwan University)”. By signing the application, the applicant thereby agrees to the terms set out in the aforementioned document. In case there is any violation, the applicant shall bear all responsibilities.
2. 填寫借用申請書送交化學系辦公室胡翔淳先生，經系主任核可出借後胡先生會通知申請者，並開立繳費單，請申請人至臺大出納組繳費(須於使用日前二週繳清所有費用)。Please fill out the application form and send it to Mr. Siang-Chun Hu at the Dept. Office. Once the application is approved by the Dept. Chair, Mr. Hu will notify the applicant and issue a payment request. The applicant shall then pay the total of the fees to the Cashier Division of National Taiwan University (at least two weeks prior to the date of event, or the first day of the event if it lasts for more than one day).
3. 演講廳內嚴禁飲食，借用人須敬告參加人員及處理來賓攜帶食物/飲品入廳事宜。若造成廳內地毯及沙發椅污損，則借用人需負恢復原狀之責。Eating or drinking is strictly prohibited in the lecture hall. The renting unit is responsible for notifying all participants and handling matters concerning the food/drinks brought by the participants. In case the carpets and/or sofa chairs in the lecture hall are stained, the renting unit shall be liable for the reinstatement of such properties.
4. 未經本系同意，借用人不得自行調整(設定)演講廳內之設備。若因借用單位人為造成活動場地之各項設備器材(含軟硬體設備及借用器材)故障或毀損時，借用單位需負修復原狀或照價賠償之責。Without the consent of the Dept. Office, the renting unit shall not adjust or reset any equipment in the lecture hall, classroom, or any other rented facility. If the equipment (including but not limited to hardware, software, and any type of rented equipment) is damaged by the renting unit, the renting unit shall be liable for the reinstatement of such equipment, or shall compensate for all expenses incurred by the reinstatement.
5. 活動期間，借用者需派人協助大門出入之管理，並自行負責活動所有相關之佈置(餐點、小點、飲料、餐桌)。During the renting period, the renting unit should help maintain the access control of the main gate. All preparation works for catering, tea breaks, beverage, and other associated activities are to be carried out by the renting unit.