

# National Taiwan University of Science and Technology

## Meeting Venue Application Form

Revised and Approved at the 620th Administrative Meeting on May 23, 2023

<b>Meeting Venue Name</b>		<b>Number of Participants</b>									
<b>Meeting (Event) Name and Description</b>	(Please attach the agenda or project proposal)										
<b>Nature of Event</b>	<input type="checkbox"/> 1-1 Meetings or lectures organized by university units (including Alumni Association) per organizational regulations ( <i>Attach meeting notification and agenda</i> ) <input type="checkbox"/> 1-2 Activities hosted by university student clubs (including departmental associations) on campus ( <i>Attach project proposal</i> ) <input type="checkbox"/> 2-1 Events hosted or cohosted by Taiwan Tech, regional alumni associations, or departmental alumni associations ( <i>Attach project plan</i> ) <input type="checkbox"/> 2-2 Meetings or activities organized by university units upon commission for the _____ Project ( <i>Attach project plan</i> ) <input type="checkbox"/> 2-3 Workshops or camps organized by university units or student clubs (including departmental associations) ( <i>Attach project plan</i> ) <input type="checkbox"/> 3-1 Externally hosted events co-organized by university units or student clubs (including departmental associations) ( <i>Attach project proposal</i> ) <input type="checkbox"/> Other special cases, please attach <b>relevant documents and specify the details:</b>										
<b>Time Slot for Venue Use</b>	Start: _____ Year _____ Month _____ Day _____ Hour _____ Minute (Entry) End: _____ Year _____ Month _____ Day _____ Hour _____ Minute (Exit)										
<p>➤ The management unit will prepare the venue and equipment per the specified booking time. If any equipment problems arise during the meeting, please contact the relevant personnel.          Contact for Equipment Support:          Mr. Wang, IB International Building: 0918-421-713 / Mr. Chen, RB Research Building: 0928-843-037 / Mr. Sun (evening shift): 0918-235-556 / Mr. Chen (evening shift): 0918-329-967, Ext. 7967 / Mr. Li, General Services Division: Ext. 6161</p> <p>➤ Meeting Room Booking Contact: Ms. Lin, General Services Division, Ext. 6156</p>											
<p>We hereby apply to use the venue and equipment specified above and agree to comply with Taiwan Tech's Facility Revenue and Expenditure Management Regulations, Meeting Venue Use Guidelines, and Meeting Venue Regulations. We acknowledge that any violations of these regulations may result in the immediate suspension of venue use. Additionally, we accept liability for any damages caused by the improper use of the facilities or equipment. We respectfully request approval.</p> <p>To: General Services Division of the Office of General Affairs</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Applying unit</th> <th style="width: 25%;">Applicant Name</th> <th style="width: 25%;">Contact Number</th> <th style="width: 25%;">Unit Supervisor</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td>For student applicants, please provide Student ID.</td> <td>Student applicants must also include a mobile number.</td> <td>The unit responsible for student clubs is the Office of Student Affairs.</td> </tr> </tbody> </table> <p style="text-align: right;">Date: _____ Year _____ Month _____ Day</p>				Applying unit	Applicant Name	Contact Number	Unit Supervisor		For student applicants, please provide Student ID.	Student applicants must also include a mobile number.	The unit responsible for student clubs is the Office of Student Affairs.
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	For student applicants, please provide Student ID.	Student applicants must also include a mobile number.	The unit responsible for student clubs is the Office of Student Affairs.								
<b>Equipment Use Instructions</b>											
<p>The venue provides only the equipment and items permanently installed within the facility. If any equipment or item is found to be defective or damaged before use, the borrowing unit must immediately report the damage for resolution. Failure to report preexisting damage and continued use that results in or exacerbates such damage will render the borrowing unit liable for compensation. The borrowing unit must independently arrange any additional equipment needs.</p>											

### Other instructions

1. According to the Environmental Protection Administration's directive (issued on September 29, 2021), government agencies and schools are required to reduce the use of disposable tableware and packaged drinking water. Therefore, disposable tableware, bottled water, and single-use beverage cups of any material are prohibited in university meeting venues for conferences, training sessions, and events. The borrowing unit should include reminders in the event announcements to encourage participants to bring their own reusable cups and utensils.
2. **If the venue use regulations are violated or if the booking is canceled without notifying Taiwan Tech, Taiwan Tech reserves the right to suspend borrowing privileges for a period of 6 months or longer, depending on the severity of the violation.**
3. For student applications, the applicant should be the president of the Student Council, department association, or relevant club. The unit supervisor is the Office of Student Affairs, and the application form must be reviewed by the Office of Student Affairs prior to submission.
4. During the use of university meeting venues, installing or using products that may threaten national cybersecurity (e.g., software, hardware, or services from Mainland Chinese brands) is strictly prohibited. If any equipment is suspected to be compromised or hacked, please immediately power off the equipment and notify management personnel to resolve the problem.

To be Completed by the General Services Division

### Fee Structure

Per Taiwan Tech's **Meeting Venue Use Guidelines**, fees are determined as follows:

- ☐ Level 1 (☐ Partial maintenance fee, no venue fee)
- ☐ Level 2 (☐ Maintenance fee, ☐ 50% of venue fee)
- ☐ Level 3 (Full fee, both maintenance and venue fees)
- ☐ Other special circumstances (☐ Partial maintenance fee; ☐ 50% of venue fee; ☐ Waiver of venue fee)

**Once the venue reservation is approved, the borrowing unit must obtain a payment notification from the General Services Division and settle the required fees with the Cashier Section at least 3 days before the event.**

Total Amount: NT\$ \_\_\_\_\_

General Services Division of the Office of General Affairs 總務處事務組	Cosigning Departments 會簽單位	Approved by the President or Authorized Personnel 校長或其授權人員決行
	Accounting Office 主計室	

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