

# NTUST Application for Use of Conference Venues

Name of Venue		Number of Participants	
Name & Content of Meeting ( E v e n t )	(Include Agenda or Proposal)		
Event Date and Time	From _____(Year)_____(Month)_____(Date)_____ (Time Venue Opens for Event) To _____(Year)_____(Month)_____(Date)_____ (Time Venue Closes after Event)		

- Event held by NTUST Department or Student Organization
- Event held jointly by NTUST Department or Student Organization and Non-NTUST Organization

In applying to use the venue and facilities described above, we agree to observe all guidelines and regulations regarding the use of NTUST venues, facilities, and equipment. If we should violate any of these regulations, we are willing to accept the immediate revocation of our right to use the venue or facilities in question. If our misuse of the venue or facilities should result in the damage or loss of any university property, we accept responsibility for repair, replacement, or compensation without question. We respectfully request the approval of our use of the above venue and facilities, submitting our application to  
National Taiwan University of Science and Technology

Organization Applying	Applicant	Contact Phone No.	Supervisor of Organization
	Students should include student ID number	Students should provide cellphone number	Supervisor for student organizations is Student Affairs Office

Date of Application : \_\_\_\_\_(Year) \_\_\_\_\_(Month) \_\_\_\_\_(Date)

**Notice**

1. Within three days after the use of a venue is approved, the rental and other fees must be paid in full at the cashier's office.
2. If audio-visual equipment is needed, please take this form to the Audio-Visual Section to borrow the equipment.
3. If the organization using the venue discovers any already existing damage or problems with the equipment before the event begins, they must report the problems immediately to this office, which will take remedial action. If the organization delays reporting such problems, resulting in damage or more serious breakdowns, then that organization will be responsible for all of the related repair or replacement costs.
4. If the organization using the venue violates related regulations or cancels an event without notifying this office, the university will revoke the organization's right to use campus venues for at least six months, based on the seriousness of the violation.
5. Only the Chairman of Student Government, the presidents of department student associations, or the presidents/chairmen of student organizations can be the "applicant" for the use of university venues by students.
6. The supervisor for student organizations is the Office of Student Affairs; for department student associations, it is the department chairman. All student proposals must first be submitted to the Office of Student Affairs for approval.
7. The application must be submitted together with the proposal (and event schedule) for the meeting/event. If the meeting is in connection with a university-industry cooperation project, a subsidized project, or a commissioned project or is an international meeting, and the particular project proposal does not allow the inclusion of meeting venue rental fees in the budget, that project proposal should be included for evaluation.

**O n l y O f f i c e o f G e n e r a l A f f a i r s**

**收費金額**

- 校內各單位辦理組織規程規範業務職掌之會議，免費借用
- 校內學生社團(含系學會)主辦且為校內社團活動，免費借用
- 校內各單位辦理產學合作計畫、補助計畫、委託計畫之會議或國際會議，減半收費：
- 與校外單位合辦或協辦，依收費標準收費：
- 其他特殊情形

總金額：新台幣      萬      仟      佰      拾      元整

總務處事務組	會簽單位 主計室	授權總務長決行