

National Chung Hsing University College of Engineering Venue Rental Application Form

(Please handle according to the National Chung Hsing University College of
Engineering Venue Management and Charging Regulations.)

Name/Position of the Borrower	/	Borrower's Service Unit	
Borrowed Venue	<input type="checkbox"/> Engineering College Conference Room <input type="checkbox"/> Academic Lounge <input type="checkbox"/> Lecture Hall (I) <input type="checkbox"/> Lecture Hall (II) <input type="checkbox"/> Lecture Hall (III)	Application Date	
Purpose of Use		Number of Participants	people
Borrowed Equipment	<input type="checkbox"/> Single-lens projector <input type="checkbox"/> LCD display <input type="checkbox"/> Wireless microphone <input type="checkbox"/> Other		
Usage Time	From __ Year __ Month __ Day, at __ Hour __ Minute PM/AM	To __ Year __ Month __ Day, at __ Hour __ Minute PM/AM	Total Borrowing Time: __ Day
Venue Manager Name		Venue Manager Service Unit and Position	
Venue Manager Contact Information (Mobile phone & e-mail)	() Borrower () Other (Please specify)	Collection of Venue/Cleaning Fee	(NTD)
Receipt/Invoice Title		Unified Business Number	
Pre-issued Receipt (For Internal Units)	Payment Plan Number		
	Project Name		

★ According to the "Information Security Responsibility and Classification Guidelines," products that harm national information security must not be used.

★ After use, the [meeting room, both inside and outside] must be cleaned, and the tables, chairs, and other items must be returned to their original arrangement.

Borrower's Signature: : _____

Supervisor's Seal of Borrowing Unit: : _____

Handler's Signature and Seal: : _____

Dean's Signature and Seal: : _____

No Charge.

Total Charge: _____ (NTD)

Appendix: National Chung Hsing University College of Engineering Venue Management and Charging Table (Revised on February 6, 2020)

Venue Name	Venue Usage Fee	Setup Fee	Cleaning Fee
Lecture Hall (I)/(III) (B17/B29) (100 people)	6,500 NTD per time slot	800 NTD per hour	2,000 NTD per time slot
College of Engineering Conference Room / Lecture Hall (II) (B13) (60 people)	5,500 NTD per time slot	600 NTD per hour	1500 NTD per time slot
Academic Lounge (40 people)	4,000 NTD per time slot	400 NTD per hour	1,000 NTD per time slot
Lecture Hall (80 people)	4,000 NTD per time slot	400 NTD per hour	1,000 NTD per time slot

Note:

- The time slots are as follows: morning 8:00 AM to 12:00 PM, afternoon 1:00 PM to 5:00 PM.
- For **overtime** usage, an additional 30% of the applicable fee for each time slot will be charged per hour (rounded to the nearest hour if less than 1 hour).
- The cleaning fee covers the cost of waste disposal and post-event cleaning of the venue, and does not include cleaning during the usage period.
- The above charges only cover the rental of the venue and equipment. Please provide your own staff, as the institute does not provide personnel assistance.
- For receipts with the title "National Chung Hsing University," the venue rental fee will be calculated at 80%. If an internal unit is the main or co-organizer of a fee-based event, the venue rental and cleaning fees will be calculated at 70% (please attach the event agenda). For teaching-related activities, such as classes or lectures organized by university departments, the cleaning fee will be calculated at 50%, and the venue rental and setup fees will be waived. Student clubs organizing non-profit events are exempt from venue rental fees.