

敬一舍二樓交誼廳管理使用辦法

Management Guidelines for Use of Ching-Yeh 1st Dormitory 2nd Floor Lounge

98.4.13組務會議討論通過

Approved by the Housing Service Division Meeting on April 13, 2009

100.1.17組務會議修正通過

Revised and approved by the Housing Service Division Meeting on January 17, 2011

101.05.21組務會議修正通過

Revised and approved by the Housing Service Division Meeting on May 21, 2012

一、 為使宿舍交誼廳充分發揮功能及維護宿舍之安寧，特訂定「敬一舍二樓交誼廳管理使用辦法」(以下簡稱本辦法)。

1. The Management Guidelines for Use of Ching-Yeh 1st Dormitory 2nd Floor Lounge (hereinafter, “the Guidelines”) are established in order to make the lounge fully functional and to maintain the dormitory quietness.

二、 申請規定：

2. Application guidelines:

(一) 學期期中考試及期末考試期間不開放登記借用。

(1) The lounge is not opened for the usage during midterm and final exams.

(二) 登記借用時間：活動前兩週起至活動前三日提出申請(例假日除外)。

(2) Application period: Apply three days to two weeks before the event (holidays not included).

(三) 僅開放登記借用辦理會議、研討會、研習課程等靜態活動，營隊活動恕不受理。

(3) For static events such as meetings, seminars and study courses only. Application for camps will not be considered.

(四) 申請單位需持活動企劃書(含使用場地之內容)事先以電子檔形式向住服組提出申請，經管理單位審核後，同意借用者使得辦理申請流程。

(4) The applicant must submit an application plan (including what to do in the lounge) to the Housing Service Division in advance with an electronic file. After approval, the applicant can proceed with the application.

三、 申請流程：請至住宿服務組

3. Application process: Please visit the Housing Service Division

(一) 填寫宿舍空間借用申請單；

(1) Fill in the application form for using student dormitory facilities

- (二) 由承辦人與申請人確定日期後，開立繳費單；並預收押金新台幣300元整；
- (2) After the date is confirmed, the administrator will issue a payment notice. The applicant must pay a deposit of NT\$300.
- (三) 申請人持繳費單逕至出納組繳費即完成事先借用申請；使用當天，由申請人提前持繳費收據(紅色)，至敬一舍服務委員室報到使用場地。
- (3) The application is completed until the applicant makes a payment to the Cashier Division. On the day of usage, the applicant must bring the receipt (in red) and report to the Ching-Yeh 1st Dormitory Service Committee Office.
- (四) 登記借用電動布幕機者，需事先向住宿服務組承辦人登記並借用布幕機遙控器，並於借用翌日中午前歸還至住宿服務組組辦公室。
- (4) To use the electric projector screen in the lounge, the applicant must register and borrow the remote control at the Housing Service Division in advance. The remote control must be returned to the Housing Service Division Office the next day before noon after the event.
- (五) 登記借用折疊桌者，需事先於申請時一併向住宿服務組承辦人登記，並事先通知敬一舍宿舍管理員。
- (5) To use the folding tables in the lounge, the applicant must register at the Housing Service Division and inform Ching-Yeh 1st Dormitory manager in advance.

四、收費方式：

4. Charging method:

時段／收費 Session/ Charges	場地費 Venue charges	冷氣費 Expenses for air-conditioning
早上 (am 9~12) Morning (9~12AM)	700	300
下午 (pm 1~5) Afternoon (1~5PM)	700	300
晚上 (pm 6~10) Evening (6~10PM)	700	300

五、注意事項：

5. Notices:

- (一) 為維護舍區環境與安寧，請保持清潔及控制音量。最遲於晚間22點30分前申請人須通知管理員或值班人員(或宿舍服務幹部)檢查後關閉，始完成歸還手續。(場地復原標準如附件一)。
- (1) In order to maintain the environment and quietness of the dormitory, the users are required to keep their voices down. The applicant must inform the manager or the on-duty personnel (or the dormitory service officer) before 22:30 to check and

close the lounge (see Annex 1 for restoration instruction).

- (二) 申請借用單位之使用場地範圍乃敬一舍二樓交誼廳，禁止於宿舍區內其他區域活動，禁止進行團康、精神喊話、小隊競賽等活動。
 - (2) The area is limited to Ching-Yeh 1st Dormitory 2 floor lounge only. Activities in other areas in the dormitory are prohibited. Activities such as group games, pep talks and team competitions are prohibited as well.
 - (三) 請勿破壞交誼廳內公物(桌椅)或任意將交誼廳內物品搬離，經查獲且毀損公物者，除扣除場地借用保證金外，另得依管理人員認定損換程度，由使用單位照價賠償。
 - (3) Users should not damage public properties (tables and chairs) or remove anything from the lounge. If violations are found, the deposit will be deducted. The damage is determined by the dormitory manager. Violators are responsible for the damage compensation according to actual costs.
 - (四) 交誼廳內不提供置物空間，經查獲一律視同廢棄物處理。
 - (4) No storage space is provided in the lounge. Any personal items left in the lounge will be disposed of.
 - (五) 禁止進行含火源、烹煮及以其他形式破壞場地清潔行為之活動。
 - (5) Cooking and any activities with fire source or damaging the place in any other forms are strictly prohibited.
- 六、 使用後未依前項規定完成歸還手續者，住宿服務組得依實際情況沒收押金。完成歸還手續者，申請人於活動次日上班時間(上午8時至下午5時)至住宿服務組，向承辦人領回押金。
6. If the return procedure is not completed, the Housing Service Division may confiscate the deposit according to the actual circumstances. The deposit will be returned to the applicant only if the return procedure is completed. The applicant may visit the Housing Service Division the next day after the event at office hour (8:00 AM to 5:00 PM) for deposit.
- 七、 其餘未盡事宜依本校學生宿舍管理規則、學生獎懲要點辦理。
7. Any other items not listed in the Guidelines were covered by National Cheng Kung University Student Dormitory Regulations and National Cheng Kung University Directions for Student Rewards and Penalties.
- 八、 違反以上事項或經宿舍管理人員勸告不聽者，列入本組審核借用申請之參考，如情節較重大者，將依宿舍管理規則與本校學生獎懲要點辦理。
8. If the applicant disobeys dorm manager's advice after the violation, the violation will be recorded as a reference for the next application. If severe violation occurs, the violators will be disciplined for violations according to National Cheng Kung University Student Dormitory Regulations and National Cheng Kung University Directions for Student

Rewards and Penalties.

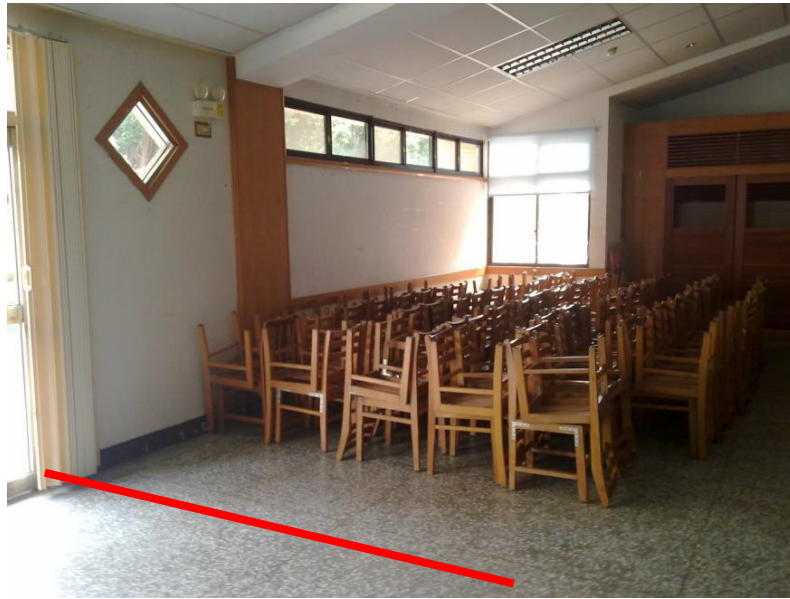
九、 本辦法經住宿服務組組務會議通過後實施，修正時亦同。

9. The Guidelines shall be approved by the Housing Service Division Meeting before taking effect. Any amendments shall be processed accordingly.

*本公約中英對譯，如有差異以中文文意為主。

* These regulations are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.

附件一、場地復原說明
Annex 1 Restoration instruction



椅子以上下相疊方式，整齊放置於圖示左側，且排放位置勿超出門切線(如圖示紅線)。

The chairs must be stacked one over another and neatly placed on the left side as shown in the picture. Do not exceed the line when placing the chairs (the red line in the picture).



折疊桌完整折疊放置於右後方固定位置，其餘桌子以上下相疊方式，整齊放置於圖示該側，且排放位置勿超出圖示切線。

The folding tables must be folded and placed in the right hand side in the back. The rest of the tables must be stacked one over another and placed on the side as shown in the picture. Do not exceed the line in the picture when placing the tables.



除桌椅放置區外，其於區域淨空且保持清潔。
離開時關閉燈源，前後四處窗簾拉上，兩側門簾須打開。

All areas must be kept empty and clean except for the areas for tables and chairs.
Turn off the light before leaving. Close the front and back curtains. Open door curtains at both sides.



電動布幕機使用後須回復到收藏狀態。
註:若需使用布幕機,請事先於住服組辦公室登記並借用布幕機遙控器, 遙控器最慢須於借用隔天中午前歸還至住服組辦公室。

The electric projector screen should be kept retracted into its case when not in use.
Note: To use the projector screen in the longue, the applicant must register and borrow the remote control at the Housing Service Division in advance. The remote control must be returned to the Housing Service Division Office the next day before noon after the event.

