

# 國立成功大學勝利六舍祈禱室使用辦法

## NCKU Sheng-Li 6<sup>th</sup> Dormitory Prayer room Using Guidelines

105.07.21 住宿服務組組務會議通過

Approved by the Housing Service Division Meeting on 21 July 2016

一、為使勝利六舍祈禱室充分發揮功能及維護宿舍之安寧，特訂定「國立成功大學勝利六舍祈禱室使用辦法」(以下簡稱本辦法)。

The NCKU Sheng-Li 6<sup>th</sup> Dormitory Prayer room Using Guidelines (hereinafter, “the guideline”) are established in order to make the prayer room fully functional, and to maintain the dormitory quietness.

二、申請與審核方式：

1. 申請資格：具有本校行政單位督導之校內學生社團，提出申請之負責人需為本校學生並能代表該社團。

Qualifications of the applicant organization: The applicant organization must be an NCKU student club which is supervised by an NCKU administrative department. The applicant must be a student and representative of the club.

2. 本場地僅提供長期借用（上半年或下半年），不提供單一場次活動借用。借用期間與申請時間如下表：

The application of the usage is for long-term only (the first or second half year). Single time events will be excluded. The schedule of the applications was showed as below:

	上半年 First Half Year	下半年 Second Half Year
借用期間 Using Period	1-6 月 January – June	7-12 月 July-December
申請期間 Application Period	前一年 12/1-12/15 上班時間 1~15 December of the previous year (During the office hours)	6/1-6/15 上班時間 1~15 June of the year (During the office hours)
審核期間 Reviewing Period	前一年 12/16-12/31 16~31 December of the previous year	6/16-6/30 16~30 June of the year

※ 逾時完成申請酌收行政手續費新臺幣貳佰伍拾元。審核時間約 15 日。  
A processing fee of NTD 250 will be charged for the late application. The reviewing period for the application is approximately 15 days.

※ 借用期間如住宿服務組須使用本場地，住宿服務組有優先使用權。  
Housing Service Division (HSD) has the first priority to use the prayer room when HSD need to use the prayer room during authorized using period.

※ 實際開放借用時間依住宿服務組通知為準。  
The authorized using period is subject to the notice from Housing Service Division.

3. 申請流程 Application procedure：

(1) 向管理員確認欲使用期別之申請狀況。

Check the availability of the application with the dormitory manager.

- (2) 下載、填寫、繳交「國立成功大學勝利六舍祈禱室借用申請表」至勝六舍服委室。  
Download, fill in and hand in the “Application Form for the Use of NCKU Sheng-Li 6<sup>th</sup> Dormitory Prayer room” to the Sheng-Li 6<sup>th</sup> Dormitory Office.
- (3) 經住宿服務組審核通過後，發放使用許可證明予申請單位。  
An authorized certificate of the usage will be issued once the application was approved by Housing Service Division.

### 三、使用規定 Regulations on usage :

1. 除本規定外，使用者仍須遵守《國立成功大學學生宿舍管理規則》、《國立成功大學勝利第六宿舍住宿生活公約》、《國立成功大學學生社團輔導辦法》。

Apart from the guideline, all users shall also obey “National Cheng Kung University Student Dormitory Regulations”, “Code of conduct of the Sheng-Li 6<sup>th</sup> Dormitory of National Cheng Kung University” and “National Cheng Kung University Student Clubs/Societies Management Guidelines.”

2. 為避免影響居民，申請單位每日可使用本場地最多 8 小時。  
In order to avoid any disturbance to the residents, the users can use the prayer room maximum 8 hours per day.
3. 每日 23:00-08:00 不開放使用，如有特殊狀況需於申請表中註明原因  
The prayer room is not opened for the usage during 00:00-08:00 & 23:00-00:00 every day. If there is any specific consideration, the reason must be indicated on the application form.
4. 本場地僅開放申請單位辦理靜態活動（例如祈禱、打坐、瑜珈等），恕不開放辦理動態活動及其他會產生較大音量之活動（例如營隊、演講、康樂活動等）。活動之動、靜態性質由勝六舍服委室認定。  
Only static activities (e.g. praying, meditation, yoga, etc.) are permitted in the prayer room. Dynamic activities or any activities generating great voices (e.g. group games, speech, recreational activities, etc.) are prohibited. The activities are characterized by Sheng-Li 6<sup>th</sup> Dormitory Office.
5. 申請單位如有更換任何一位負責人、社團輔導老師、協同督導單位，或原任何一位負責人休學、畢業或退學，申請單位須於 1 週內繳交新資料（借用申請表第一頁）。如逾期未繳交，將停止申請單位使用權 1 週；如逾期 1 週仍未繳交，則停止申請單位使用權直至繳交完畢。  
The applicant organization should update a new document (1<sup>st</sup> page of the application form) within 1 week if there is any change of the representatives, teacher of the organization, supervising unit, or any of the representatives suspended, graduated or withdrawn from the school. The applicant organization will be disqualified for a week if applicant organization does not hand in the updated document on time. If the applicant organization still does not hand in one week, the applicant organization will be disqualified until the updated document is handed in.
6. 為維護舍區安寧，請隨時控制音量，最遲於 23:00 前需離場完畢。如 30 日內接獲居民檢舉音量過大 2 次，得逕行停權。  
In order to maintain the quietness of the dormitory, the users required to keep their voices down and leave the prayer room before 23:00. The applicant organization will be disqualified if residents complain the users making too much noise twice within 30 days.

7. 申請單位不得於本場地辦理非申請表所列舉之活動。  
It is prohibited to have activities that are not listed on the application form.
8. 使用時請注意安全，禁止攀爬欄杆及窗戶。  
Be aware of the safety during the usage of the prayer room. Climbing the handrail and window is strictly prohibited.
9. 申請單位需盡維護場地之責任，若有設備損壞需通報管理員。如為人為損毀，依本校相關規定議處，並依實際修復金額賠償。  
The applicant organization has the responsibility to take care of the prayer room and report to the dormitory manager if there are any broken facilities. Any property that is damaged by improper use, the users shall pay for the compensation and will be disciplined for violations according to the relevant regulations of the university.
10. 本場地禁止從事含火源、烹煮之行為，違者依宿舍相關規定記宿舍違規 10 點。  
Cooking and any activities with fire source are strictly prohibited in the prayer room. The violator will be given 10 violation points according to the dormitory regulations.
11. 離場前，需確實將門窗、電燈、風扇、水龍頭關閉，違者記社團負責人 1(社長)宿舍違規 4 點。  
When users leave the prayer room, all doors and windows shall be closed and the lamps, electric fans, and taps shall be switched off. 4 violation points will be given to the first representative (president of the organization) if the users fail to do so.
12. 申請單位應以善良管理人之注意義務使用場地，於借用期間（上半年或下半年），申請單位需負責場地清潔維護，借用期滿或停權交還場地時，申請單位負責人應與管理員共同清點場地。  
The applicant organization should clean the prayer room, and take good responsibility during using period (the first or second half year.) In the end of authorized using period or the applicant organization is disqualified, the representative of the organization shall return the prayer room and check up the property with the manager.
13. 每次使用後需打掃乾淨、清除積水，並將垃圾帶離。若因申請單位維護不周，導致政府單位因登革熱或其他原因開立罰單，則罰款由申請單位負責繳納。  
The prayer room should be cleaned; water and garbage should be removed every time after using. If the applicant organization fails to handle the prayer room in good condition and resulting in any fine issued by the government organization due to the dengue fever or any other reasons, the applicant organization shall pay that fine.
14. 申請單位所放置之物品，僅能放置於櫥櫃內，需於借用截止日前帶離祈禱室。借用截止日後，任何放置於祈禱室內之物品視為廢棄物處理。  
All items in the prayer room should be placed in the cabinet. All items should be cleared before the last day of authorized using period. Any item left after authorized using period will be regarded as disposal.
15. 祈禱室內櫥櫃僅能放置與申請目的有關之公共用品，不得放置私人物品。  
The cabinet in the prayer room can only place items related to the application purpose, any personal items was prohibited to place in the cabinet.

四、申請單位如違反第三項任一款，住宿服務組得依實際情況，停止申請單位使用權 1 週，再次違規則停權 2 週，達三次違規則取消申請單位使用權至該期別結束，並列入未來審核申

請之參考。停權期間如有使用行為，取消申請單位使用權至該期別結束，並列入未來審核申請之參考。

If the applicant organization violates any items in Article 3, the applicant organization could be disqualified. For the first time of the violation, the applicant organization will be disqualified for 1 week; For the second time of the violation, the applicant organization will be disqualified for 2 weeks; and for the third time of the violation, the applicant organization will be disqualified until the end of the application period. The violations will be recorded as a reference for the next application. If the organization was found to use the prayer room during the suspension period, the applicant organization will be disqualified until the end of the application period, and the violation will be recorded as a reference for the next application.

五、申請單位如違反第三項第 13 至 15 款，違規放置之物品視為廢棄物處理，且需繳交清潔費新臺幣壹仟元。

If the applicant organization violates Item 13 to 15, Article 3, the violation items will be regarded as disposal, and the applicant organization should pay for the cleaning fee of NTD 1000.

六、違規情節重大或經宿舍管理人員勸告不聽者，住宿服務組得立即取消申請單位使用權至該期別結束，並列入未來審核申請之參考。違規者依本校學生宿舍相關規定、學生獎懲要點、學生社團輔導辦法辦理。

If applicant organization disobeys dorm manager's advice after the violation or a severe violation occurs, the applicant organization will be disqualified until the end of the application period, and the violation will be recorded as a reference for the next application. The violators will be disciplined for violations according to the dormitory regulations, "National Cheng Kung University Rules for Student Rewards and Penalties", "National Cheng Kung University Student Clubs/Societies Management Guidelines."

七、其餘未盡事宜依本校學生宿舍相關規定、學生獎懲要點、學生社團輔導辦法辦理。

Any other items not listed in this guideline were covered by dormitory regulations, "National Cheng Kung University Rules for Student Rewards and Penalties", "National Cheng Kung University Student Clubs/Societies Management Guidelines."

八、本辦法經住宿服務組組務會議通過後實施，修正時亦同。

This guideline shall be approved by the Housing Service Division Meeting before taking effect. Any amendments shall be processed accordingly.

\*本規定中英對譯如有差異，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.*