

國立成功大學敬業一舍多功能大廳鋼琴使用管理要點

Guidelines for Use of the Piano in the Multi-Functional Ching-Yeh 1st Dormitory Lobby of National Cheng Kung University

107.08.15 組務會議討論通過
Approved by the Housing Service Division Meeting on August 15, 2018

- 一、 本場地以提供本校敬業一舍居民鋼琴演奏練習使用為目的。
 1. The venue aims to provide a place for practicing piano for the residents of Ching-Yeh 1st Dormitory.

- 二、 使用對象：限本棟住宿生借用。
 2. Users: Residents of Ching-Yeh 1st Dormitory

- 三、 為維護設備完整及整潔，鋼琴採借用制，借用方式如下：
 3. In order to maintain the cleanness of the facility, the use of the piano shall be applied in advance. The application is shown below.
 - (一) 開放時間：
 - (1) Opening hours:
 1. 每日上午 9 時至下午 9 時。
 - A. 9 AM to 9 PM every day.
 2. 期末考當週及前一週停止開放借用。
 - B. The piano cannot be used during final exam week and the week before.
 3. 國定假日暫不開放，遇寒暑假或其他特殊情況，另行公告開放時間。
 - C. Not open on national holidays. For summer and winter breaks or other special circumstances, opening hours will be announced.
 - (二) 借用手續：欲借用同學，須攜帶學生證至敬業一舍服委室填寫「國立成功大學敬業一舍鋼琴使用申請表」並辦理借用手續。未完成借用手續而擅自使用者，記違規點 8 點。
 - (2) Application procedure: Students must bring their student ID cards to the Office of Ching-Yeh 1st Dormitory and fill in the “Application Form for Piano Use in Ching-Yeh 1st Dormitory of National Cheng Kung University”. If students use the piano without applying in advance, they will be given 8 violation points.
 - (三) 為確保使用之公平性，每次借用以 1 小時為限，得續借 1 次。
 - (3) To ensure the fairness, students can reserve up to 1 hour each time. They may renew it once.

 - 四、 一樓大廳為宿舍列管之公共空間，同學使用時，務必遵守以下規定：

4. The first floor lobby in the dormitory is a public space. Students must observe the following rules.

(一) 使用鋼琴前請先檢查，若發現任何故障或損毀，應立即至服委室旁填寫修繕登記表，以利於修復時效及追蹤鋼琴使用情形。

(1) Please check before using the piano. If any malfunction or damage is found, students should fill in the repair form in the Dormitory Service Committee Office immediately to help repair and keep track of the piano.

(二) 為維持場地之整潔及延續鋼琴使用壽命，請勿有飲食行為（白開水不在此限）。如有違者，記違規點數 5 點。

(2) In order to maintain the cleanliness of the venue and extend the service life of the piano, eating and drinking are strictly prohibited (water is not included). Violators will be given 5 violation points.

(三) 鋼琴位置嚴禁任意更動。鋼琴上除樂譜外，嚴禁放置任何物品，以避免損毀鋼琴。如有違者，記違規點數 5 點。

(3) Changing the position of the piano is strictly prohibited. To avoid damage to the piano, placing items on the piano is strictly prohibited except for the music sheets. Violators will be given 5 violation points.

(四) 禁止佔放私人物品。如有佔放私人物品情形者，敬業一舍服務管理人員得逕行處理佔放之物品。如有違者，記違規點數 5 點。

(4) Placing personal belongings is prohibited. If violations are found, the dormitory manager can dispose the items. Violators will be given 5 violation points.

(五) 離開時應將空間恢復原狀，隨手關燈、蓋上琴蓋及整理鋼琴，並將垃圾清理乾淨帶走。使用完畢未恢復原狀者，記違規點數 5 點。

(5) Students should restore the place, turn off the lights, close the piano fallboard, clean the piano and take out the garbage before leaving. Violators will be given 5 violation points.

(六) 嚴禁同學在一樓大廳聚集及喧譁。經勸導不從者，記違規點數 5 點。

(6) Lingering around and making noises on the first floor lobby are strictly prohibited. If violators do not observe the advice, they will be given 5 violation points.

(七) 自身貴重物品請自行保管。

(7) Please secure your personal belongings at all times.

(八) 鋼琴若有不當使用，而導致設備損壞或汙損者，得視情節及程度由使用同學賠償。

(8) If the piano is damaged or defaced due to improper use, students shall compensate according to the circumstances and extent of the damage.

五、本要點如有未盡事宜，悉依據學生獎懲要點、學生宿舍管理規則及敬業一舍生活公約辦理。

5. Any other items not listed in the Guidelines are covered by National Cheng Kung University Directions for Student Rewards and Penalties, National Cheng Kung University Student

Dormitory Regulations and Code of Conduct of the Ching-Yeh 1st Dormitory of National Cheng Kung University.

- 六、 本要點經住宿服務組組務會議通過後實施，修正時亦同。
6. 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 origina.

國立成功大學敬業一舍鋼琴使用申請表

Application Form for Piano Use in Ching-Yeh 1st Dormitory of National Cheng Kung University

申請人寢室 Dorm & Room No.	敬業一舍 Ching-Yeh 1 st Dormitory	室 (Room)	申請日期 Submission Date	年 (YYYY)	月 (MM)	日 (DD)
申請人學號 Student ID			申請人姓名 Name			
系級 Dept/Inst			聯絡電話 Contact No.			
使用日期 及時段 Date and Using Period	自 From	年 yyyy	月 mm	日 dd	時 hh:	分 mm
	至 To	年 yyyy	月 mm	日 dd	時 hh:	分 mm
續借時段 (續借時填寫) Renewal Period(fill in when renewal)	自 From	年 yyyy	月 mm	日 dd	時 hh:	分 mm
	至 To	年 yyyy	月 mm	日 dd	時 hh:	分 mm
申請人切結 Applicant Affidavit	<p>茲申請使用敬業一舍鋼琴，已詳閱並遵守「國立成功大學敬業一舍多功能大廳鋼琴使用管理要點」，如有違反規定，接受隨時停止使用之處分；若因使用不當導致任何財物損壞，願負賠償責任。</p> <p>I hereby apply to use the piano in Ching-Yeh 1st Dormitory. I acknowledge that I have read, understand, and will abide by the "Guidelines for Use of the Piano in the Multi-Functional Ching-Yeh 1st Dormitory Lobby of National Cheng Kung University". For any violations, I will be prohibited from using the piano. I shall be responsible for compensation for any property damage due to improper use.</p> <p style="text-align: center;">申請人簽名 Applicant's signature : _____</p>					
以下僅限住服組人員填寫 FOR OFFICE USE ONLY						
舍樓長/保全 Dormitory head/Security guard			管理員 Dormitory manager			

107.08.15 組務會議討論通過

Approved by the Housing Service Division Meeting on August 15, 2018