

# 國立中興大學小禮堂使用辦法

## Regulations on the Use of the Small Auditorium (NCHU)

中華民國 89 年 11 月 14 日訂定

中華民國 102 年 5 月 2 日修正通過

Approved on November 14, 2000 Amended and

Approved on May 2, 2013

- 第一條 為有效運用，安全維護及保養管理小禮堂(以下簡稱本場地)，特訂定本辦法。
- Article 1 The Regulations on the Use of the Small Auditorium (hereinafter referred to as the "Regulations") have been formulated for the effective use, safe maintenance, and management of the small auditorium (hereinafter referred to as the "Venue").
- 第二條 本場地優先提供學生社團及校內單位所舉辦之學術、文化、公益、康樂、聯誼、體育等相關活動之用。
- Article 2 This Venue gives priority to academics, culture, public welfare, recreation, fellowship, sports, and other related activities held by student associations and school units.
- 第三條 申請使用本場地之單位應於活動前二週至二個月內，依規定表格填具相關資料後，向課外活動指導組申請。
- Article 3 Units applying for the use of the Venue shall apply to the Extracurricular Activities Guidance Group two weeks to two months before the activity, and fill out the relevant information in accordance with the prescribed form.
- 第四條 使用本場地時，對其內原備具之器材、設備、不論使用與否，均負保管之責，如有損壞、遺失者，照價賠償或恢復原狀。
- Article 4 When using the Venue, the original equipment, and facilities, whether used or not, shall be kept safe. In case of any damage or loss, compensation shall be made according to the price, or the original state shall be restored.
- 第五條 使用本場地時，對借用單位在其內安置之物品，不負保管之責。
- Article 5 The Venue is not liable for keeping the items placed in it by the borrower.
- 第六條 使用本場地時，所需加設佈置之器材、物品，不得有違整潔安全之原則，且於活動結束當日二十三時前拆除運離，並恢復場地原狀。
- Article 6 When using the Venue, the equipment, and items that need to be installed and arranged shall not violate the principle of cleanliness and safety, and shall be dismantled and

transported before 23:00 on the day when the event ends, and the Venue shall be restored to its original state.

第七條 使用本場地需負擔清潔維護費，收費標準按每日八時至十二時、十三時至十七時、十八時至二十二時等三時段區分，各時段收費新臺幣五千元整。

Article 7 The cleaning and maintenance fee shall be borne by the use of the venue. The fees are charged based on three time slots: 8:00 to 12:00, 13:00 to 17:00, and 18:00 to 22:00, with each time slot charging NT\$ 5,000.

第八條 第七條所列清潔維護費，應於申請使用本場地核准通知後二日內，向出納組繳納，並持收據向課外活動指導組確認，並不得再行變更使用日期、時段，否則視同放棄當次使用資格，所繳費用亦不得申請退還。

Article 8 The cleaning and maintenance fees listed in Article 7 shall be paid to the Cashier's Office within two days of the notification of approval for the use of the venue, and shall be confirmed to the Extracurricular Activities Supervision Group with the receipt. It is not allowed to change the date and time of use, otherwise, it will be regarded as a waiver of the current use, and the fee paid will not be refunded.

第九條 學生社團申請使用本場地，另依本校學生課外活動申請表格提出，並仍應遵守本辦法相關規定，唯得免付清潔維護費。

Article 9 Student associations applying for the use of the venue shall submit an application form for extracurricular activities in accordance with the NCHU's student application form and shall comply with the relevant regulations, except that they are exempt from paying the cleaning and maintenance fees.

第十條 本辦法提請校長通過後實施，修正時亦同。

Article 10 The Regulations shall be promulgated and implemented after approval by the president, and the same applies to amendments.