

國立中興大學學生課外活動場地管理要點

Key Points of Venue Management for Students Extracurricular Activities (NCHU)

中華民國 106 年 5 月 10 日學生事務長核定通過

Being in the process of approval by the Director of Office of Student Affairs on May 10, 2017.

中華民國 107 年 11 月 22 日學生事務長核定通過

Approved by the Director of Office of Student Affairs on November 22, 2018.

- 一、 國立中興大學為健全學生社團發展，提升學生社團活動品質，使學生事務處課外活動指導組(以下簡稱本組)負責管理之課外活動場地能有效運用，發揮最大功能，以滿足學生活動之需求，特訂定本要點。
 - I. The Key Points of Venue Management for Students Extracurricular Activities (hereinafter referred to as "Key Points") have been formulated to improve the development of student associations and improve the quality of student associations, enable the extracurricular activity venues managed by the Extracurricular Activities Guidance Group of the Office of Student Affairs (hereinafter referred to as this "Group") to be effectively used and maximized to satisfy the needs of student activities.
- 二、 本組負責管理並提供借用之場地及其使用原則不定時更新公告於本組網頁。
 - II. The Group is responsible for the management, the borrowing of the venues, and the usage policy, which will be updated on the Group's website from time to time.
- 三、 學生申請使用場地舉辦各項活動，須先行填寫社團活動申請表，經指導教師核章後，送本組預約場地登記。社團預約時間以活動前兩個月至前兩週為限；系學會預約時間以活動前四十天至前兩週為限。
 - III. Students who apply to use a venue to hold various activities shall first fill in the Association Activity Application Form and send it to the Group to make an appointment for registration after the approval by the instructor. The reservation lead time for associations is two months to two weeks prior to the activity, and the reservation lead time for departmental associations is 40 days to two weeks before the activity.
- 四、 學生申請使用場地舉辦各項活動，已於規定內時間借用場地，但臨時因故不使用者，須於活動兩週前通知取消預約。
 - IV. Students who have applied for the use of the venue for various activities and have borrowed the venue within the stipulated time, but are temporarily unable to use it for any reason, shall cancel the reservation two weeks before the activity.
- 五、 借用單位須於規定時間內借還場地鑰匙，並抵押證件；借用小禮堂者，至遲須於活動一週前與小禮堂管理人連絡開、關門時間。學生申請使用場地，同一時段預約 3 所以

上場地者，應於提出社團活動申請表時出具說明文件。

V. The borrower shall borrow and return the keys to the venue and mortgage their documents within the specified time. Those who borrow the small auditorium shall contact the small auditorium manager at least one week before the activity to inform the manager of the opening and closing times. Students who apply for the use of three venues simultaneously shall submit an explanatory document when submitting the application form.

六、活動結束場地環境應保持整潔，室內陳設物品須恢復原狀，電燈及冷氣需關閉，經管理人員檢查合格後始發還借用人之證件或聲光器材借用證。未合格者，須於通知後六小時內負責整理。

VI. At the end of the activity, the venue shall be kept clean and tidy, the indoor furnishings shall be restored to their original states, and the lights and air conditioners shall be turned off. After passing the inspection by the management staff, the borrower's document or borrowing certificate for sound and light devices will be returned. Those who fail to pass shall clean the venue within six hours after notification.

七、活動所製造之垃圾應分類，並丟棄於指定垃圾桶內。若所製造之垃圾超出活動場地周遭所提供垃圾桶之容量，請自行清運處理，勿隨意丟棄。

VII. The garbage generated during the activity shall be sorted and discarded in designated trash cans. If the garbage produced exceeds the capacity of the trash cans provided around the venue, the borrower shall clear and dispose of the garbage. Don't throw them away.

八、如活動中提供酒精，應填寫「活動提供酒精安全暨風險聲明書」提送至本組，並嚴格遵守該聲明書內之相關規定。

VIII. If alcohol is provided, a "Declaration of Safety and Risks of Providing Alcohol During the Activity" shall be completed and submitted to the Group, and the relevant regulations in the Declaration shall be strictly observed.

九、場地使用登記違規記點規定如下：

(一) 未依規定期限申請場地，臨時申請場地者，登記違規點數 1 點。

(二) 未依規定期間取消預約者，登記違規點數 1 點。

(三) 使用活動場地逾時者，登記違規點數 1 點。

(四) 擅自讓渡或交換已核准之場地給本校其他社團者，登記違規點數 3 點。

(五) 於禁止用餐之場地用餐者，登記違規點數 1 點。

(六) 未借用場地而私自闖入使用者，登記違規點數 3 點。

(七) 各活動場地(含社辦)禁止抽菸，違反之抽菸行為人所屬社團記 3 點。

(八) 接裝未經同意或超過該場館電力負載之器具，記 3 點。

(九) 阻礙消防逃生動線、關閉消防燈具、使用消防設備電源插座等違反消防相關事項，記 3 點。

(十) 不得使用明火、爆裂物、高於一千瓦之電器用品及其他危險物品。違者登記違規點數 3 點。

(十一)活動結束場地未恢復原狀及未關閉冷氣及電燈者，登記違規點數 1 點。

(十二)垃圾未分類或任意丟棄者，視情節嚴重程度登記違規點數 1 至 3 點。

IX. The punishment rules for the violation of venue use are as follows:

- (1) Those who do not apply for the venue within the prescribed time limit will be registered with 1 point for violation.
- (2) Those who do not cancel the reservation within the prescribed period will be registered with 1 point for violation.
- (3) Those who use the event venue overtime will be registered with 1 point for violation.
- (4) Those who transfer or exchange approved venues to other associations in the school without authorization will be registered with 3 points for violation.
- (5) Those who dine at a venue where meals are prohibited will be registered with 1 point for violation.
- (6) Those who enter the venue without borrowing it will be registered with 1 point for violation.
- (7) Smoking is prohibited in all venues (including the association office), those who violate it will be registered with 3 points for violation.
- (8) Those who install appliances that are not approved or exceed the electrical capacity of the venue will be registered with 3 points for violation.
- (9) Those who obstruct fire escape, turn off fire lamps, use fire equipment power sockets, and other violations related to fire protection will be registered with 3 points for violation.
- (10) Do not use open-flame, explosive, electrical appliances with a power demand of higher than one kilowatt, and other dangerous items. Violators will be registered with 3 points for violation.
- (11) If the venue is not restored to its original state and the air conditioner and lights are not turned off at the end of the activity, violators will be registered with 3 points for violation.
- (12) If the garbage is not sorted or discarded arbitrarily, 1 to 3 points will be registered according to the severity of the case.

十、借用本組管理場地時，對其原具備之設備、不論使用與否，均負保管之責，如有損壞、遺失者，須照價賠償或恢復原狀，並於活動後一週內處理，以維設備正常使用狀態。違者停止該單位爾後一年內借用之權利，且依據本校獎懲規定懲處。

X. 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. The equipment shall be handled within one week after the activity to maintain its normal use. Violators will have their borrowing rights suspended for one year and will be punished in accordance with the NCHU's reward and punishment

regulations.

十一、借用單位之貴重財物、設備及資料，應自行派員妥為保管，如有遺失或損毀，本組概不負責。

XI. The valuable property, equipment, and information of the borrower shall be properly kept by its personnel. The Group will not be responsible for any loss or damage.

十二、本要點簽請學生事務長核定後實施，修正時亦同。

XII. The Key Points shall be promulgated and implemented after approval by the Director of the Office of Student Affairs, and the same applies to amendments.