

國立中興大學學生課外活動器材管理要點

Key points of Equipment Management for Student Extracurricular Activities (NCHU)

- 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)負責管理之器材能有效運用，發揮最大功能，以滿足學生課外活動之需求，特訂定本要點。
 - I. The Key Points of Equipment 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 equipment 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 extracurricular activities.
- 二、 本組提供借用之器材名稱與數量不定時更新公告於本組網頁。
 - II. The name and quantity of the equipment available for borrowing will be updated on the Group's website from time to time.
- 三、 為維護聲光器材之使用管理保持常態，由本組邀集具相關專長技術之學生組成「聲光工程社」，並授權該社有審核借用及監督使用權。為避免使用不當，另訂注意事項以供遵行。
 - III. To maintain the normal use and management of sound and light equipment, the Group invites students with relevant expertise to form the "Sound and Light Engineering Association", and authorizes the association to review the borrowing and supervise the usage. To avoid improper use, additional precautions are prescribed for compliance.
- 四、 學生社團舉辦活動須經核准後始可借用器材。借用設備須於活動開始一週前申請，並提交借用申請單至本組，經審查無誤簽章後至課指組辦理領取點交及檢查器材狀況，器材一經借出，如有損壞概由借用人負責。
借用單位須於規定時間內借還器材；借用小禮堂器材者，須與小禮堂管理人登記借用。
 - IV. Student associations shall obtain approval before borrowing equipment for their activities. The borrowing of equipment shall be applied for one week before the activity, and the Borrowing Application Form shall be submitted to the Group. After reviewing and signing the application form, the borrower shall be responsible for receiving the equipment and checking its condition.
Once the equipment is borrowed, the borrower shall be liable for any damage. The borrower shall borrow and return the equipment within the specified time; those who borrow the equipment of the small auditorium shall register with the manager of the small auditorium.

- 五、 除各社會服務隊於寒、暑假組隊服務，准予器材攜出校外，其他未經本組同意，不得攜帶至校外使用。
- V. Except for the social service teams, which are allowed to take the equipment out of school during the summer and winter vacations, no other equipment can be taken outside the school without the permission of the Group.
- 六、 器材借用違規記點規定如下：
- (一) 未依時限借用器材而臨時提出申請者，登記違規點數 1 點。
 - (二) 未向小禮堂管理人登記借用者，登記違規點數 1 點。
 - (三) 借用器材未準時歸還者，登記違規點數 1 點。
 - (四) 未經同意攜帶器材至校外使用，登記違規點數 1 點。
 - (五) 擅自搬動、使用未經核准借用之物品，記 3 點。
- VI. The punishment rules for the violation of borrowing equipment are as follows:
- (1) Those who apply temporarily beyond the time limit will be registered with 1 point for violation.
 - (2) Those who fail to register with the administrator of the small hall will be registered with 1 point for violation.
 - (3) Those who do not return the borrowed equipment within the time limit will be registered with 1 point for violation.
 - (4) Those who bring equipment outside the school without consent will be registered with 1 point for violation.
 - (5) Unauthorized transfer or use of unapproved borrowed items will be registered with 3 point for violation.
- 七、 如人為疏失或因操作不當，致使器材損壞，使(借)用單位應無條件負修復之責。並於活動後一週內處理，以維器材正常使用狀態。如未盡修復義務，則停止該單位爾後一年內借用之權利。並取消操控者使用證，且依據獎懲規定接受學校之處分。
- VII. If the equipment is damaged due to human negligence or improper operation, the (borrower) user shall repair it unconditionally. The equipment shall be handled within one week after the activity to maintain its normal use. If the repair obligation is not fulfilled, the right to borrow the equipment for the following year will be suspended. The operator's license shall be revoked and the operator shall be punished in accordance with the provisions of rewards and punishments.
- 八、 本要點簽請學生事務長核定後實施，修正時亦同。
- VIII. 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.