

國立中興大學法政學院會議室及公用空間租用辦法暨收費標準

Regulations and Fee Schedule for the Rental of Conference Rooms and Public Spaces at the College of Law and Politics, National Chung Hsing University

105年12月14日院務會議通過
December 14, 2016—Approved by the College Affairs Meeting
106年3月29日院務會議修正
March 29, 2017—Amended by the College Affairs Meeting
108年11月7日院務會議修正
November 7, 2019—Amended by the College Affairs Meeting
112年3月2日院務會議修正
March 2, 2023—Amended by the College Affairs Meeting

一、會議室租借 Meeting Room Rental

使用者 User	院內單位 Units within the College	本校單位 Units within the University	校外單位 External Units
場地 Venue	場地使用費 (時段) Venue Usage Fee	場地使用費 (時段) Venue Usage Fee	場地使用費 (時段) Venue Usage Fee
537會議室 (40人)	免費 Free	5,500元 NT\$5,500	7,300元 NT\$7,300
<p>申請說明：Application Instructions</p> <p>一、本空間為演講、會議及研討會使用；系所課程、學生社團、教師個人活動或長期性活動不得申請。 This venue is exclusively reserved for lectures, meetings, and conferences. Departmental courses, student organization activities, faculty members' personal functions, and extended-duration events are not eligible for facility reservation.</p> <p>二、本空間提供免費使用之優先順序如下： Priority order for complimentary use of this venue is as follows:</p> <p>(一) 院務相關會議以及由本院主辦之學術活動。 The College organizes administrative meetings and academic events.</p> <p>(二) 本院核心課程之相關活動。 Activities associated with the College's core curriculum</p> <p>(三) 由院內系所、中心主辦之國際交流活動。 Departments and research centers organize international exchange events within the College.</p> <p>(四) 由院內系所、中心主辦，但系所因故無法提供活動場地者 (應提供說明)。 Events are organized by departments and centers within the college where departmental venues are unavailable (justification required).</p> <p>(五) 支援校務相關之活動。 Activities in support of university affairs.</p> <p>(六) 支援社管大樓管委會或管理學院主辦之活動。 Events organized by the Social Sciences and Management Building Administrative Committee or activities hosted by the College of Management</p> <p>三、除前述免費使用活動之外，悉依本標準收費。 All other uses not listed in the above complimentary categories shall be charged according to these fee standards.</p> <p>四、申請時應附議程、公告、活動內容等相關文件。</p>			

Applications shall be submitted with supporting documentation, including, but not limited to, an agenda, official announcements, and program details.

- 五、借用單位最遲於活動前7日提出申請，如需繳費請於核准申請表通過後3日內至本校出納組繳納費用，並連同繳費收據繳回至院辦公室，以資確認，否則視同放棄當次使用資格，已繳費者不得申請退費。

The borrowing unit must apply at least 7 days before the event. If payment is required, please pay the fees at the university's cashier's office within 3 days after the application is approved. The payment receipt must be submitted to the college office for confirmation. Failure to do so will result in forfeiture of the usage rights for that instance. No refunds will be issued for payments already made.

- 六、本收費標準以時段計，分別為上午時段：8:00-12:00、下午時段：13:00-17:00。逾期使用每小時加收該時段場地費之30%，未滿半小時以半小時計，逾半小時但不滿一小時者以一小時計。

Time slots calculate the fee: Morning slot: 8:00-12:00, Afternoon slot: 13:00-17:00. For overtime usage, an additional 30% of the venue fee for that time slot will be charged per hour. Any period under 30 minutes will be counted as 30 minutes; any period exceeding 30 minutes but less than one hour will be counted as one full hour.

- 七、使用期間請愛惜公物，使用後請清潔環境（含清除所有場地佈置）並由活動場地負責人點交場地與設備，如有毀損需照價賠償。

Please take good care of public property during use. After use, please clean the venue (including removal of all decorations). The person in charge of the event venue should conduct a handover inspection of the venue and equipment. Any damage must be compensated at full replacement cost.

- 八、申請單位使用場地時，需配合政策不得使用中國廠牌資通訊產品宣導及調查。

When using the venue, the applying unit must comply with the policy regarding the promotion and survey of the prohibition of Chinese-brand information and communication technology products.

- 九、凡各單位欲借用會議室，請事先自行勘查場地並詢問相關設備、器具，以確認是否符合需求，並務必於使用前1-2天進行設備測試，以免發生軟體不合而影響使用。一旦提出申請，即視為已了解並同意會議室所供應之環境與器材並將自行進行測試，如遇不可抗力因素，申請後任何糾紛情事均請使用單位自行處理，院辦公室一概不負責。

Units interested in borrowing the meeting room should inspect the venue and inquire about relevant equipment and facilities in advance to ensure they meet their requirements. Equipment testing must be conducted 1-2 days before use to avoid software compatibility issues that might affect usage. By applying, the unit is considered to have understood and agreed to the meeting room's environment and equipment conditions and will conduct testing independently. In case of force majeure, any disputes arising after application must be handled by the using unit; the college office will not be held responsible.

- 十、本收費標準經本院院務會議通過後實施，修訂時亦同。

These fee standards shall be implemented upon approval by the College Affairs Meeting, and the same procedure applies to any amendments.

- 十一、院辦公室聯絡 電話：04-22840822 電子信箱：clp@dragon.nchu.edu.tw

College Office Contact Information: Phone: 04-22840822; Email: clp@dragon.nchu.edu.tw

二、公用空間租借 Public Space Booking

場地 Venue	521室 Venue 521	929室 Venue 929
坪數 Floor Area (Ping)	6.655坪 6.655 ping	6.9938 6.9938 ping
租借費用 Rental Fee	13,310元 NT\$13,310	不收費（需申請） Free (Application Required)

使用原則：Usage Guidelines:

一、公用空間租用租期以一年為原則，每年審核一次。

Public space rental shall be annual, with reviews conducted yearly.

二、可租公用空間及租期，於前一年11月1日至15日公告受理申請，11月底前公告結果，12月15日前完成繳費，每年1月1日起租用。

Available public spaces and rental periods will be announced for applications from November 1st to 15th of the preceding year. Results will be announced by the end of November. Payment must be completed by December 15, with rentals commencing from January 1 of the following year.

三、有意租用之教師應每年向院辦公室提出申請，申請者數量若超出可使用空間數，則以抽籤決定。

Faculty members interested in renting spaces must submit applications to the College Office annually. If the number of applicants exceeds the available spaces, drawing lots will determine allocation.

四、每位教師可租用一個場地。

Each faculty member may rent one space only.

五、為維護本院運作需要，租用費每年每坪以2,000元計價，每年繳費一次。

The annual rental fee, payable once per year, is calculated at NT\$2,000 per ping to maintain college operations.

六、租用空間規劃變更（如隔間、通風櫥設置、水電重新配置等），須向管委會提出申請，經審查通過始可施作。變更經費由租用教師自行負擔，租期屆滿後應於一週內恢復原狀，所需費用由租用教師負擔。

Any modifications to the rented space (such as partitioning, fume hood installation, utilities reconfiguration, etc.) must be approved by the Management Committee before implementation. The cost of modifications shall be borne by the faculty member renting the space. The space must be restored to its original condition within one week after the rental period expires, with restoration costs borne by the faculty member.

七、空間租期屆滿，由院辦公室收回。新年度租借空間案，應重新申請及審核。

The space is returned to the college office upon the expiration of the rental period. A new application and review process is required for new rental periods.

八、院辦公室可視需要，於收回前3個月先行告知租用方，收回租用空間。

The College Office may reclaim the rented space by giving the tenant three months' advance notice as needed.

九、929室為短期交換學者研究室，限本院單位申請。申請單位須於租借2週前向院辦公室提出，若同時段有其他單位租借，以先提出申請單位為優先。

Room 929 is designated as a research office for short-term visiting scholars and is restricted to applications from units within the College. Applications must be submitted to the College Office two weeks before the intended use. If multiple units apply for the same period, priority will be given to the unit that applied first.

九、本收費標準經本院院務會議通過後實施，修訂亦同。

These fee standards shall be implemented following approval by the College Affairs Council, and any amendments shall follow the same procedure.

【In case of any dispute, the explanation should be based in the Chinese version. 】

法政學院會議室使用申請表
College of Law and Politics Meeting Room Application Form

112年3月2日院務會議通過
 March 2, 2023—Approved by the College Affairs Meeting

申請單位 Applying Unit			
申請日期 Date of Application	年	月	日
	year	month	date
申請人/場地負責人 Applicant			
聯絡電話/手機 Contact Number			
會議名稱/用途說明 Event Title/ Purpose of Use			
預計使用人數 Expected Number of Participants	人		
租借器材 Equipment Rental	<input type="checkbox"/> 筆電（含簡報筆） Laptop (with Presentation Pointer) <input type="checkbox"/> 無線麥克風 Wireless Microphone <input type="checkbox"/> 視訊設備 Video Equipment <input type="checkbox"/> 其他 Others_____		
使用時間 Time of Use	自 年 月 日 時 <input type="checkbox"/> 上午時段（08：00-12：00） From: Year___ Month___ Day___ Time___ <input type="checkbox"/> AM Session (08:00-12:00) 至 年 月 日 時 <input type="checkbox"/> 下午時段（13：00-17：00） To Year___ Month___ Date___ Time___ <input type="checkbox"/> PM Session (13:00-17:00)		
審核結果 Application Result	<input type="checkbox"/> 同意借用 Approved <input type="checkbox"/> 不收費，但須負責場地、器材、清潔與回復原狀之責。 Free of charge, responsible for venue care, equipment maintenance, cleaning, and restoration to the original state. <input type="checkbox"/> 收費： 個時段，場地使用費： 元。 Fee Required: Sessions: _____; Venue Rental Fee: _____ <input type="checkbox"/> 不同意借用，審核理由：Application Rejected, Review Comments		
申請人 Applicant	申請單位主管 Head of Applying Unit	院辦公室 College Office	院長 Dean

法政學院公用空間租用申請表
College of Law and Politics Public Space Rental Application Form

112年3月2日院務會議通過
 March 2, 2023—Approved by the College Affairs Meeting

申請單位名稱 Applying Unit			
申請日期 Date of Application	年 year	月 month	日 date
申請人 Applicant			
申請人系所 Applicant's Department			
聯絡電話/手機 Contact Number			
申請空間地點 Venue Location	社管大樓 室		
借用期間 Period of Use	年 From Year	月 Month	日至 Date to Year
用途說明 Purpose of Use			
申請結果 Application Result	<input type="checkbox"/> 可租用，社管大樓 室，租借費用： 元 Approved for Rental: Social Sciences Bldg. Room _____, Fee: _____ <input style="color: red;" type="checkbox"/> 可租用，不需收費。 Approved for Use: No Charge. <input type="checkbox"/> 不同意租用，理由： Request Denied. Reason for rejection: _____		
申請人 Applicant	申請單位主管 Head of Applying Unit	院辦公室 College Office	院長 Dean