

國立臺灣師範大學原住民族學生資源中心場地借用要點  
National Taiwan Normal University Indigenous Students  
Resource Center Venue Borrowing Directions

105 年 1 月 18 日第 6 次學務處主管會報通過

Passed by Student Affairs Directors Meeting on Jan. 18th, 2016

一、為強化本校原住民族學生資源中心(以下簡稱本中心)場地之使用功能及善盡管理之需要,特訂定原住民族學生資源中心場地借用要點(以下簡稱本要點)。

Article 1 National Taiwan Normal University Indigenous Students Resource Center Venue Borrowing Directions (hereinafter referred to as These Directions) were formulated for more efficient use of space and proper management of the venue of the Indigenous Students Resource Center (hereinafter referred to as The Center).

二、本中心場地隸屬專責導師室,提供學生、社團、課程或會議使用,並以原住民族學生為優先。

Article 2 The venue of The Center, which is provided for students, clubs, courses, or meetings, is affiliated with the Office of Student Advisers (hereinafter referred to as OSA). The Indigenous students will have priority of borrowing the venue.

三、本中心開放時間為 08:00-22:00,例假日不開放;借用時憑本校學生證或教職員識別證,借用前 3 天至公館校區專責導師室提出申請。

Article 3 The opening hours of The Center are 08:00 a.m. to 10:00 p.m. and is closed on holidays. Faculty, staff, and students shall submit the application to OSA at the Gongguan Campus 3 days before borrowing. Valid I.D. shall be provided when borrowing the venue.

四、借用單位請共同維護場地整潔,使用完畢必須復原及清理場地,關閉冷氣及所有電源,場地復原且鎖門後始得離開,請務必將鑰匙繳回。

Article 4 The borrower shall maintain the cleanliness of the venue. After use, the venue shall be restored and cleaned, and the air conditioner and all electronic

equipment shall be turned off. The venue shall be locked before leaving, and the key shall be returned.

五、借用單位應妥慎維護中心內各項設備及設施，使用前若已發現瑕疵或毀損者，應立即告知專責導師室。若有損壞、遺失或未善盡場地復原者，應照價賠償、修復或復原，場地復原情形將作為爾後申請評審參考依據。

Article 5 The borrower shall cautiously use every equipment and facility in The Center. If the equipment and facility is damaged before use, the borrower shall inform OSA immediately. If any equipment or facility is damaged or lost, or the venue is not properly restored after being used, the people who borrow the venue shall compensate for the cost or restore the damaged equipment or facility. The restoration of the venue will serve as the reference for the evaluation for the next borrowing.

六、本中心內禁止使用菸、酒、檳榔等物品，不得烹煮食物，並禁止有違反政府法令或校規之不當行為，違者依法處置。

Article 6 The use of cigarettes, alcohol, and betel nuts, as well as cooking, are not allowed in The Center. Any other misbehaviors that violate the laws or school regulations will lead to penalties.

七、倘遇天災或緊急危難事件時，由借用單位負責人指揮人員疏散及採取避難措施。

Article 7 In case of natural disasters or emergencies, the head of the borrower will be responsible for the evacuation.

八、本要點經學生事務處務會議通過，陳學務長核定後實施，修訂時亦同。

Article 8 These Directions and any amendment to These Directions are implemented upon passage by the Meeting of Student Affairs and approved by the Vice President for the Office of Student Affairs.

附表：

Attachment:

學生事務處原住民族學生資源中心場地器材借用登記表

Office of Student Affairs Indigenous Students Resource Center

Venue Borrowing Registration Form

編號 No.		收件日期 Date of Application (yyyy/mm/dd)			
單位/系所 Borrower/Dep artment					
申請人姓名 Name of Applicant			行動電話 Phone No.		
			分機號碼 Extension No.		
填表日期 Date of Filling Out the Form (yyyy/mm/dd)			以下由本中心填寫 The following information will be filled in by The Center.		
活動名稱 Name of the Activity			領取時間 Received Date (yyyy/mm/dd)		
活動內容 Content of the			(Time)	時	received

Activity						
借用期間 Borrowing Date (yyyy/mm/dd)	From		起	領取及歸還時間由本中心填寫, 歸還時間請配合本中心上班時間歸還器材。 Time of receiving and returning will be filled in by The Center. Please return the borrowed equipment during the opening hours of The Center.		
	To		止			
其他事項 Other Notes				歸還時間 Returned Date (yyyy/mm/dd)		
				(Time)	時	歸還。 returned
器材名稱 Name of Equipment	數量 Quantity	領用簽名 Signature for Receiving		歸還簽名 Signature for Returning	備註 Note	
<p>1.場地借用登記暨器材借用、歸還時間：週一至週五早上10點至12點及下午2點至5點。 Opening hours for venue and equipment borrowing and returning are 10:00 a.m.-12:00 p.m. and 2:00-5:00 p.m. from Monday to Friday.</p> <p>2.目前僅開放原住民圖騰桌巾等可移動之財產借用校內學術行政單位。 The movable property including Indigenous Totem Doily can only be borrowed by the administration on campus.</p> <p>3.若有任何疑問, 請洽公館校區原住民族學生專責導師辦理。 If you have any questions, please contact the Student Advisers of the Indigenous students at Gongguan Campus.</p>						
				借用單位 系/所/組章: Stamp of the Borrower		

	(Department//Office):
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