

國立政治大學東南亞語文學系空間使用管理辦法

民國 114 年 3 月 17 日系務會議通過實施

- 第一條** 國立政治大學（以下簡稱本校）東南亞語文學系（以下簡稱本系）為有效利用及管理隸屬本系之場地空間（以下稱本系空間），特訂定本辦法。
- 第二條** 本系可供借用空間包括：東南亞語文學系研討會議室（季陶樓 306 室）、東南亞社會文化研究中心（季陶樓 303 室）。
- 第三條** 本系空間以服務本系行政營運、系級活動、所開課程、教師（含專任、兼任）及所屬學生、組織為主，提供辦理教學、學術演講、研討會等活動為原則。除經專案簽准之特殊情形者，不開放校外人士借用。
- 第四條** 本系空間使用優先順序如下：
- 一、本系辦公室
 - 二、本系所開之課程
 - 三、本系所屬學生組織（系所學會、營隊）
 - 四、本校外語學院各系、所、學位學程、中心
 - 五、本校其他教學、研究、行政單位
- 同一順位對象申請借用時，以先完成送件申請並核准者優先為原則。
- 第五條** 本系空間開放時間：週一至週五上午九時至下午五時，國定假日原則不開放。特殊情形經專案簽准者不在此限。
- 非本系空間開放時間借用，申請單位需自行負擔管理人員之公務加班費用。
- 第六條** 本系空間借用（含單次使用、全學期每週固定時段使用）使用時間每次以 3 小時為原則（包括場佈、場復）。寒暑假期間借用不在此限。
- 借用單次使用者，申請人應於借用前 7 個工作天，填具申請表並檢附活動企劃書，送本系辦公室審核。逾期送件者，一概不受理。
- 借用全學期每週固定時段使用者，每學期須至遲於開學 2 週內填具申請表並檢附活動企劃書至本系辦公室申請。如遇時段衝突，依空間使用優先順序由本系於使用日前 1 週內完成協調作業。
- 空間借用申請皆須經系主任核准，始得使用。核准後，申請人應依原核定時段及用途使用。如欲變更時段或用途，最遲應於 1 個工作天前提出更動申請。
- 第七條** 申請使用本系空間，有下列情形之一者，不予核准；已核准者，得取消核准並立即停

止其使用：

- (一) 活動內容有違反政府、本校法令，或有妨害公共秩序或善良風俗之虞。
- (二) 活動內容有損害本場地相關設施、設備之虞。
- (三) 涉及營利行為或政黨活動者。
- (四) 實際使用與申請內容不符，或將場地轉讓他人使用。
- (五) 本校單位代校外單位申請借用場地，意圖規避或減少場地費用者。
- (六) 其他可能影響教學、研究及行政之情事，經本單位認定不宜使用者。

前項情形，因可歸責於申請人之事由，致本系取消核准者，暫停當學期借用權利。

第八條 申請人如需佈置借用空間時，應自行負責佈置，惟禁止變動原有設備器材及擅接或改變電源線路，亦不得超載使用電器設備。

使用本院空間附屬設備器材應善盡保管人責任，正確操作，避免毀損，且不得攜出。

申請人如有遺失、毀損設備器材或空間之情事，應負損害賠償責任。

申請人於空間使用後應清理並復原場地配置。

第九條 本辦法經本系系務會議通過發布實施，修正時亦同。

NCCU Department of Southeast Asian Languages and Cultures

Space Usage Regulations

Approved and implemented by the Departmental Affairs Meeting on March 17, 2025.

Article 1: Purpose

These regulations are established to effectively manage and utilize the spaces affiliated with the Department.

Article 2: Available Spaces for Use

The spaces available for reservation include:

1. Department Conference (Meeting) Room (Ji-Tao Building, Room 306).
2. Center for Southeast Asian Socio-Cultural Studies (Ji-Tao Building, Room 303).

Article 3: Usage Principles

1. The Department's spaces are primarily provided for administrative operations, departmental activities, courses, faculty members (both full-time and part-time), and affiliated student organizations for activities such as teaching, lectures, and seminars.
2. Space reservation by external parties is generally not accepted unless specifically approved by special authorization.

Article 4: Priority of Use

1. Department Office.
2. Department courses.
3. Student organizations affiliated with the Department (e.g., student associations, camps, etc.).
4. Other departments, graduate programs, and centers within the College of Foreign Languages & Literature.
5. Other academic, research, and administrative units within the University.

* For applications within the same priority level, approval is granted on a first-come, first-served basis.

Article 5: Opening Hours

1. Monday to Friday, 9:00 AM to 5:00 PM. Not open on national holidays.
2. Exceptions require special authorization by the Department.
3. Applicants using spaces outside of opening hours must cover the overtime costs for administrative staff(s) and building management unit.

Article 6: Application Procedures

1. Each usage session is generally limited to 3 hours, including setup and restoration. Usage during winter and summer breaks is not subject to this limitation.
2. Single-use: Applications must be submitted at least 7 working days in advance with a completed application form and an event proposal.
3. Fixed weekly usage for an entire semester: Applications must be submitted within two weeks after the semester starts.
4. In the event of scheduling conflicts, coordination will be conducted by the Department Office following the usage priority order, and resolved within 1 week before the scheduled use date.
5. All applications must be reviewed by the Department Office and approved by the Department Chair. Usage must adhere to the approved time and purpose. Any changes require submission at least 1 working day in advance.

Article 7: Disqualification Conditions

Usage applications will be disqualified, or existing approvals revoked under the following circumstances:

1. Activities that violate laws or public order.
2. Potential for damaging facilities or equipment.
3. Activities involving profit-making or political parties.
4. Discrepancy between actual usage and application details.
5. Attempts to avoid space fees through improper applications.
6. Other circumstances deemed inappropriate by the Department.

Article 8: User Responsibilities

1. Applicants are responsible for setting up the space without altering facilities or electrical wiring.
2. Equipment must be used properly and kept secure. Any damages must be compensated.
3. After usage, the space must be cleaned and restored to its original condition.

Article 9: Amendments

These regulations need to be approved and implemented by the Departmental Affairs Meeting. Amendments follow the same procedure.

Note: The English version of the *NCCU Department of Southeast Asian Languages and Cultures Space Usage Regulations* was translated and revised with the assistance of ChatGPT. In case of any discrepancies in the translation, the Chinese version shall prevail.

國立政治大學東南亞語文學系空間借用申請表

申請日期： 年 月 日

申請單位		申請人	
聯絡電話	校內分機： 手機：	E-MAIL	
借用場地			
<input type="checkbox"/> 東南亞語文學系研討會議室（季陶樓 306 室） <input type="checkbox"/> 東南亞社會文化研究中心（季陶樓 303 室）			
借用時間（含場佈與復原時間）			
<input type="checkbox"/> 單次使用：____年____月____日（週____）____時至____時 <input type="checkbox"/> 全學期每週固定時段：____年____月____日至____年____月____日 每週____，____時至____時，共計____次			
活動計畫摘要（請另檢附活動企劃書）			
活動名稱			活動人數
			人
簡要活動計畫內容			
200 字內 簡要說明			
注意事項	<input type="checkbox"/> 本人已詳閱並同意遵守「國立政治大學東南亞語文學系空間使用管理辦法」，負責維護空間設備器材與活動安全。如有違反，除立即停止使用並負賠償責任外，並願受停權之處分。 <input type="checkbox"/> 實際使用時數如超過原申請時間，本系得立即終止借用，借用單位不得異議。		
申請人			申請單位
	（請核章或親簽）		（請蓋單位戳章）

東南亞語文學系審核		
審核結果	<input type="checkbox"/> 同意借用。 <input type="checkbox"/> 不同意借用。 （ <input type="checkbox"/> 活動用途不符申請資格。 <input type="checkbox"/> 該場地已有單位借用。 <input type="checkbox"/> 其他原因。）	
場地管理員	承辦人	系主任
加班（由申請單位核銷加班費） <input type="checkbox"/> 需要 <input type="checkbox"/> 不需要		

**NCCU Department of Southeast Asian Languages and Cultures
Space Reservation Form**

Application Date (YYYY/MM/DD):

Applicant Unit		Name	
Contact Number	Campus Extension: Mobile:	E-MAIL	
Space to Reserve (please check)			
<input type="checkbox"/> Department Conference (Meeting) Room (Ji-Tao Building, Room 306) <input type="checkbox"/> Center for Southeast Asian Socio-Cultural Studies (Ji-Tao Building, Room 303)			
Usage Time (including setup and restoration)			
<input type="checkbox"/> Single use [Date: _____ (_____ day) Time: _____ to _____] <input type="checkbox"/> Fixed weekly use for the semester [Date: _____ till _____] Every _____ day , Time: _____ to _____ , Total _____ times.			
Event Summary (please attach detailed proposal)			
Event Title		No. of Participants	People
Brief Description within 200 words			
Acknowledgment (please check)	<input type="checkbox"/> I have read and agree to abide by the "Space Usage Regulations," ensuring the maintenance of equipment and safety of the activity. Any violations will result in immediate suspension of use, liability for compensation, and acceptance of suspension penalties. <input type="checkbox"/> I understand that exceeding the approved usage time may result in immediate termination of use without objection.		
Applicant Signature		Applicant Unit Seal	

Review by the Department Office		
Review Results	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected (<input type="checkbox"/> Purpose does not meet regulations <input type="checkbox"/> Space already reserved <input type="checkbox"/> Other reasons)	
Building Management Unit	Processing Staff	Department Chair
Overtime Payment by the Applicant Unit <input type="checkbox"/> Required <input type="checkbox"/> Not Required		