**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** | 校内分機：  手機： | | **E-MAIL** |  | | | |
| **借用場地** | | | | | | | |
| ☐ 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） | | | | | | | |
| **借用時間**（含場佈與復原時間） | | | | | | | |
| ☐ 單次使用：\_\_\_\_年\_\_\_\_月\_\_\_\_日（週\_\_\_\_）\_\_\_\_時 至 \_\_\_\_時  ☐ 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 |
| **簡要活動計畫内容**  200字內  簡要說明 |  | | | | | | |
| **注意事項** | ☐ 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。  ☐ 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** | （請核章或親簽） | | **申請單位** | （請蓋單位戳章） | | | |
|  |  | |  |  | | | |
| **東南亞語文學系審核** | | | | | | | |
| **審核結果** | □ 同意借用。  □ 不同意借用。  （□ 活動用途不符申請資格。□ 該場地已有單位借用。□ 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）  □ 需要  □ 不需要 | |  | | |  | | |

民國 114 年 3 月 17 日系務會議通過實施

**NCCU Department of Southeast Asian Languages and Cultures**

**Space Reservation Form**

Application Date (YYYY/MM/DD): 日

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Unit** |  | | **Name** | |  | | |
| **Contact Number** | Campus Extension:  Mobile: | | **E-MAIL** | |  | | |
| **Space to Reserve** (please check) | | | | | | | |
| ☐ Department Conference (Meeting) Room (Ji-Tao Building, Room 306)  ☐ Center for Southeast Asian Socio-Cultural Studies (Ji-Tao Building, Room 303) | | | | | | | |
| **Usage Time** (including setup and restoration) | | | | | | | |
| ☐ Single use [ Date: \_\_\_\_\_\_\_\_\_\_\_\_（\_\_\_\_\_\_ day）Time: \_\_\_\_\_\_ to \_\_\_\_\_\_ ]  ☐ 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) | ☐ 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.  ☐ 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** | □ Approved  □ Rejected  (□ Purpose does not meet regulations □ Space already reserved □ Other reasons) | | | | | | |
| **Building Management Unit** | | **Processing Staff** | | | | **Department Chair** | |
| Overtime Payment by the Applicant Unit  □ Required  □ Not Required | |  | | | |  | |

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