**蘭陽校園建邦教學大樓餐廳用餐區場地借用申請單**

**Request to use the cafeteria areas**

**申請人應確實填寫下列各欄位，並詳閱本表各注意事項：**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申請單位(系級)  Department |  | 申請人  Requestor |  | | 聯絡電話  Tel. | | |  | |
| 借用場地  Requested area | 教學大樓1樓餐廳　　 教學大樓2樓餐廳　　CL207a茶水間  1stfloor cafeteria 2ndfloor cafeteria CL207a kitchen | | | | | | | | |
| 借用時間  Requested Dates | / / / 至 / / /  YYYY MM DD Time YYYY MM DD Time | | | | | | | | |
| 冷氣空調使用時間  AC Required time | / / / 至 / / /  YYYY MM DD Time YYYY MM DD Time | | | | | | | | |
| 活動名稱  Title of Activity | □學生社團活動 It’s a student club activity.  □非學生社團活動 It’s not a student club activity. | | | | | | 人 數  No.of participants | | (須檢附人員名冊)  (a list is required) |
| 活動內容  (簡述)  Description of the activity | 如需使用場地之特殊電燈或音響設備，須詳細說明之：  Please describe in details if any water or electricity facilities are required.  電燈設備：□挑高燈 □投射燈  多媒體設備：□音響設備 □投影機 | | | | | | | | |
| 申請人簽名  Requestor’s Signature | 本人謹代表所有借用場地同學簽署，同意共同遵守本申請書詳載之注意事項。  On behalf of all the participants, I will follow all the rules listed in the application. | | | 申請日期  Date | | \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  YYYY / MM / DD | | | |

 以下由行政聯合辦公室依相關業務會簽：Filled by Faculties and Staff

|  |  |  |  |
| --- | --- | --- | --- |
| 福利部門  Welfare |  | 駐衛警察  Campus Guards |  |
| 水　　電  Water and Electricity |  | 校 園 安 全  Security |  |
| 淸潔管理  Cleaning |  | 秘 書  Section Chief |  |

注意事項：Notes

1. 本申請單請於使用日**前5日**依需求提出申請(被會簽人員請依需要自行影印存查或登記)。

The request should be filed at least five days prior to the date of activity.

1. 學生社團活動借用，請檢附核准之「淡江大學學生社團活動申請表」。

If you are using the cafeteria to hold a club activity, please attach an approved club-activity application form.

1. 為維護校園安寧和秩序，場地借用不得超過夜間11時。

The cafeteria areas are not open to use after 11 p.m. to avoid noise.

1. 於校園內用餐，勿使用一次性餐具。

Do not use disposable tableware if dining is involved.

1. 不得於廁所洗手枱清洗食材，如需清洗食材，可申請借用CL207a茶水間，並須維持茶水間整潔。

Do not wash or process food in the restroom Food can be processed in CL207a kitchen after approval and please tidy up the kitchen after use.

1. 為維護用電安全，未經同意不得私自於配電盤接電使用。各樓層最多僅能容納3台電磁爐之最高用電負載 量，如需使用電磁爐等相關設備，須先與水電業務承辦人員現場會勘後方得使用。

For safety reasons connecting any electric device to the electric panel is prohibited. The electricity load on each floor is for a maximum of 3 induction cookers. If induction cookers are needed, consult the school electrician and only use them after an on-site inspection is confirmed by the school electrician.

1. 須於借用截止時間內復原場地及設施，並將垃圾分類帶離，以維護場地整潔；場內設備如有毀損，須照價賠償。離場時須確實關妥門窗、電燈及空調。

Restore the requested areas and facilities within the requested time.Trash has to be recycled and taken away. The requestor has to pay a full price for any damage caused. Securely close the windows and doors and turn off all the lights and air conditioning

before leaving.

八、違反上述事項或因飲用酒精飲料影響到校園安全、秩序及公共安寧者，若為本校學生社團，依「學生獎懲辦法」處理；校外單位依「淡江大學蘭陽校園場地外借須知」處理。

Please follow the above matters and avoid causing safety or noise issues because of drinking alcohol. If the violator is a student, the incident will be treated according to 「學生獎懲辦法」. If the violator is a member from outside of school, it will be treated according to 「淡江大學蘭陽校園場地外借須知」.

表單編號: DAG-Q03-001-FM05-01