淡江大學蘭陽校園學生宿舍設備借用申請表

Room Facilities and Equipment list

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申請單位Requisition department | |  | | | | 申請人Applicant |  | | 連絡電話Cell phone | |  | |
| 借用事由Borrow reason | |  | | | | | | | | | | |
| 借用時間Borrowed time | | 自 年 月 日 (星期 )起  至 年 月 日 (星期 )止 | | | | | | | | | | 共 日total day |
| 借用人姓名  Name of borrower | | | 性別Gender | 服務單位  Service Units | | | | 職銜  Title | | 房號  Room No | | 備註Remark |
|  | | |  |  | | | |  | |  | |  |
|  | | |  |  | | | |  | |  | |  |
| 勾選 | 設備名稱Equipment | | | | 數量Quantity | | | 領取人簽名  Signature recipients | | | | |
| □ | 房門鑰匙  Room key | | | |  | | |
| 年/year 月/month 日/day | | | | |
| □ | 衣櫃鑰匙  Closet key | | | |  | | |
| □ | 電源卡  power supply card | | | |  | | |
| 點收人簽名  Points to close Signature | | | | |
| □ | 門禁卡  door card | | | |  | | |
| 年/year 月/month 日/day | | | | |
| □ | 冷氣儲值卡  Air cards | | | |  | | |
| □ | 空調遙控器  AC remote | | | |  | | |

註：1.請向宿舍承辦人領取寢室設備，並簽名點收，退宿時應繳回所領設備，點收無誤後始可離宿。

Please receive the room equipment from dorm counselor. Please return the room equipment when you check out.

2.借住期間所使用之設備(施)如有損壞或遺失按下列價金賠償:遺失鑰匙一把50元、電源卡一張70元、門禁卡一張100元、冷氣儲值卡一張70元、空調遙控器一把1200元。

When you accommodation, Please receive collect equipment from dorm counselor.

表單編號：DAG-Q03-001-FM13-01