

I-SHOU UNIVERSITY

Application Form for Borrowing Conference

Rooms and Seminar Rooms

		Date: (M) (D) (Y)	
Applying Unit		Date & Time of Use	From (HH:MM) on (MM/DD) To (HH:MM) on (MM/DD)
Participants			
Reason for Borrowing			
Location (please tick all that apply)			
2 nd Floor, Administration Building <input type="checkbox"/> 1219 Conference Room <input type="checkbox"/> 1220 Reception Room <input type="checkbox"/> 1201-1 Conference Room		10 th Floor, Administration Building <input type="checkbox"/> Seminar Room 1 <input type="checkbox"/> Seminar Room 2 <input type="checkbox"/> Seminar Room 3 <input type="checkbox"/> Seminar Room 4 <input type="checkbox"/> Seminar Room 5 <input type="checkbox"/> Seminar Room 6 <input type="checkbox"/> Seminar Room 7 <input type="checkbox"/> Seminar Room 8 <input type="checkbox"/> International Conference Hall <input type="checkbox"/> International Auditorium	
Remarks: 1. If an administrative or academic unit of the University is commissioned by external entities to borrow either of the places as the venue for holding activities with funding provided or registration fees collected, an approved e-document is required. 2. In accordance with the Executive Yuan's policies and regulations, for school premises that are rented out under outsourcing agreements or for venue rentals, it is strictly prohibited to use products or services that pose a threat to national cybersecurity, such as software, hardware, and services from China-based manufacturers.			
Special need: <input type="checkbox"/> Air-conditioning			
Applying Unit		Countersigning Unit	Unit-in-charge
Applicant	Head of the Unit	Construction and Maintenance Section	Staffer-in-charge Head of the Unit

※Notices:

1. **No food or drink** is allowed inside all conference rooms and seminar rooms.
2. Please restore all equipment and facilities to the original place after each use.