

# I-SHOU UNIVERSITY

## Application Form for Borrowing Conference

### Room at Medical Campus

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)				
<input type="checkbox"/> 11 <sup>th</sup> Floor, Teaching Building A <input type="checkbox"/> 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.Please fill in the conference room borrowing application form to facilitate registration management by the General Affairs Section and the Construction and Maintenance Section. 3.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.