I-SHOU UNIVERSITY

Application Form for Borrowing Conference Rooms and Seminar Rooms

Date: (M) (D) (Y)

|  |  |  |  |  |  |  |  |  |
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| 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) | | | | | | | | |
| 2nd Floor, Administration Building  □ 1219 Conference Room  □ 1220 Reception Room  □ 1201-1 Conference Room | | | 10th Floor, Administration Building   |  |  | | --- | --- | | □ Seminar Room 1  □ Seminar Room 2  □ Seminar Room 3  □ Seminar Room 4  □ Seminar Room 5 | □ Seminar Room 6  □ Seminar Room 7  □ Seminar Room 8  □ International Conference Hall  □ 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: □ 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.