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) | | | | | | | |
| |  |  | | --- | --- | | 11th Floor, Teaching Building A  □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: □ 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.