

**國立政治大學國際學人暨學生會館場地借用申請表**  
**Application Form for NCCU-iHouse Open Area Rental**

November 1<sup>st</sup>, 2023  
 單位申請(Unit Application Only)

申請日期 Date : \_\_\_\_/\_\_\_\_/\_\_\_\_(MM/DD/YYYY)

申請單位(Unit)		申請人(Applicant)	
校內分機(Ext.No.)		E-mail	
借用空間(Area)	活動目的(Propose) ※請附上活動企畫書(Please attach the proposal)		
<input type="checkbox"/> 1F 大廳(1F Lobby) <input type="checkbox"/> 1F 視聽室(1F Media Room) <input type="checkbox"/> 1F 閱讀室(1F Study Room)	<input type="checkbox"/> 團體討論(Discussion) <input type="checkbox"/> 影片欣賞(Film Watching) <input type="checkbox"/> 用餐(Dining) <input type="checkbox"/> 其它(Others) _____		
借用時間與人數(Date and Participants)			
借用日期 (Date)	借用時間(Time)		使用人數 (No. of Participants)
	起 (From)	迄 (To)	
<p><b>注意事項 Important Notice</b></p> <p>一、本校各單位請於活動舉辦日二週前向國合處提出申請。                  Please submit the application to OIC two weeks ahead of the activity date.</p> <p>二、使用本場地，應遵守本校國際學人暨學生會館場地借用要點之規定。                  It is required to abide by the Guidelines for Application and Rental of National Chengchi University.</p> <p>三、空間借用需繳交場地保證金及場地使用費，其收費標準如下：                  Payment of deposit and usage fee are required. The payment standards are as follows:</p> <p>1、場地保證金：每次新台幣二仟元整。各借用單位或人員須於活動前向 NCCU-iHouse 櫃台繳納。前項費用，俟活動完畢並回復原狀後退回。如有損害，應負賠償責任。                  Deposit: A cash deposit of NT\$2,000 will be charged per single use. The borrowing unit or user should make the payment at the NCCU-iHouse front desk prior to use. The deposit will be refunded in full upon completion of the activity and after the area has been cleared up and returned to its original state. In the case of any damage to public facilities, the borrowing unit or user will be held responsible for compensation and the incident recorded and taken into consideration when assessing future applications.</p> <p>2、場地使用費：一樓大廳、視聽室及閱讀室，每四小時新台幣一仟元整。一樓大廳及研討室若借用空間未達二分之一並開放他人共同使用，則收費減半。不足四小時以四小時計。各借用單位或人員須於活動前向 NCCU-iHouse 櫃台繳納。                  Usage Fee: For the lobby, media room and study room on the first floor, a usage fee of NT\$1,000 will be charged every 4 hours. Less than four hours will be counted as four hours. 50% of the usage fees for the lobby and study room will be granted only if no more than half of the aforementioned areas is used and shared at the same time with other applicants.</p> <p>四、有關 NCCU-iHouse 場地借用相關問題，請洽國合處承辦人(校內分機：62832)。                  If you have any questions related to renting open areas at NCCU-iHouse, please contact OIC at Ext. 62832.</p>			
申請人簽章 Applicant Signature	承辦人 Coordinator  單位主管 Director	國合處審查 Review by OIC	<input type="checkbox"/> 同意 Agree 場地使用費 Usage Fee : NTD _____。 <input type="checkbox"/> 不同意 Disagree 備註 Remarks  承辦人  組長  單位主管