

## 國立臺灣科技大學運動場地借用申請表

申請日期：

場地名稱				使用日期 及 使用時間			
借用事由							
租(借)需求				活動人數			
負責人 (領隊)		申請單位		借用單位 配合事項			
申請人 (含電話)		單位主管 (含系所章)		租借費用			
借用 須 知	<p>一、申請借用場地時，請依本校運動場地管理辦法提出申請。場地借用申請表須先經系所、管理單位蓋章同意，並請檢附參加人員名單及活動企劃書。</p> <p>二、申請借用及使用場地時，請出示教職員工證或學生證(有效學籍之學生證)。</p> <p>三、如有特殊原因需收回使用時，本室有權得隨時通知申請人停止或改期借用並不得異議。</p> <p>四、使用與登記內容不符或有違本校運動場地管理辦法時，體育室得立即禁止使用者行為。</p> <p>五、未經體育室核准，不得於借用場地進行商業(收費)教學訓練之行為。</p> <p>六、體育館暨游泳池嚴禁抽煙與進食，違者隨時停止其使用權。</p> <p>七、請注意維護場內各種設備，倘有毀損情事，應負賠償責任。</p> <p>八、借用場地時，除應維持清潔外，活動後應負責將垃圾帶離現場。</p> <p>九、校內單位借用，如在歸還時間內，未按時恢復原狀，停止日後借用之權利申請人不得異議。</p> <p>十、體育課程教學時如遇天候不佳，借用單位應無異議讓出，供教學優先使用。</p> <p>十一、基於活動安全之考量，借用當日如因天雨或場地濕滑，將暫停開放場地，並不得要求開燈。</p> <p>十二、場地借用申請時，校內請於使用日期 10-14 天前，校外借用 30-45 天前。(但經簽請本校核准之活動或競賽不在此限。)</p> <p>十三、校內借用使用時間：單次限 2 小時，每週只能借用 2 次(含六、日)。</p> <p>十四、借用單位應自行負責使用者之活動安全，並符合主管機關安全法規。</p>						
登錄人員		承辦人員		組長		體育室主任	

# Taiwan Tech Sport Venue Reservation

Date of application :

Venue				Rental period. Please write down the reserve date and time	
Purpose					
Special requirements for using the sport venue				Number of participants	
Person in charge of this event		Applicant unit		Applicant unit must know. (Write down by the OPE)	
Name of the contact person and his / her mobile number		Signature from the Head of the office / department. Office / department chop is also available		Rental fee	
Rules & Regulations	<ol style="list-style-type: none"> <li>1. Please review the 'National Taiwan University of Science and Technology Court Usage Guidelines' before reserving a sports venue. The application form must be endorsed by the applicant unit and accompanied by a list of participants and the proposal.</li> <li>2. When applying for and using the sports venue, please provide your Taiwan Tech Student/Faculty ID.</li> <li>3. The Office of Physical Education (OPE) reserves the right to reject or reschedule any applications in the event of special reasons or purposes, and the applicant units cannot raise objections.</li> <li>4. The OPE has the authority to cancel a rental application if the user violates any rules and regulations.</li> <li>5. Training programs are strictly prohibited in all rented facilities without prior approval from the OPE. Any commercial or activities unrelated to the application's intended purposes are not allowed.</li> <li>6. Eating, drinking, or smoking in the gymnasium and swimming pool is strictly prohibited, and any violation will result in the termination of usage rights.</li> <li>7. Users are accountable for covering all costs associated with restoring any damage to the premises and facilities incurred during the rental period.</li> <li>8. Users are obligated to maintain the facilities in a clean and tidy condition.</li> <li>9. Users who do not restore the facility after use may be disqualified from future applications, and the applicant units cannot raise objections.</li> <li>10. The OPE reserves the right to cancel any reservations for scheduled physical education classes on rainy days.</li> <li>11. For safety reasons, the sports venue will be closed, and the lights will be turned off on rainy days or when conditions are slippery.</li> <li>12. For Taiwan Tech students and faculty, please submit the application form at least 10-14 days in advance of the intended usage date. For individuals not affiliated with Taiwan Tech, please submit the application form 30-45 days prior to the intended usage date. Special conditions may apply if the event or competition is approved by Taiwan Tech authority.</li> <li>13. Usage time: 2 hours per session, twice a week, including weekends.</li> <li>14. The borrowing unit shall be responsible for the user's safety during activity and comply with the safety regulations of the competent authority.</li> </ol>				
OPE Student helper		OPE Administrator		OPE Supervisor	
				OPE Director	