

# Application Form for Renting Classroom in NTU's Classroom Buildings

Applying Unit	* Non-NTU unit should fill in tax ID number and the full name of the company/ NTU clubs should have the Form stamped	Supervisor of the Unit	*Please have the Form stamped (Non-NTU unit do not need to fill this out)
Applicant	* Please have the Form stamped if you are an NTU staff	Phone	Cell Phone
		Email	
Purpose	*Non-NTU unit and NTU clubs should attach an event proposal		Number of participants
Rental Date and Time	//One day: YY/MM/DD (Day of the week: _____) Beginning and End time: _____ //Multiple days: : YY/MM/DD (Day of the week: _____) to YY/MM/DD (Day of the week: _____) Beginning and End time: _____ *please attach a time schedule for renting multiple venues over multiple days for different time periods		
Rental Building / Room	//Core Subjects Classroom Building: //Common Subjects Classroom Building: //Freshman Classroom Building: //Liberal Education Classroom Building: //Multi-Purpose Classroom Building:		
Equipment	//Air-conditioning (classroom number: _____) // Audiovisual equipment (including LCD projector, computer, and screen) (classroom number: _____) //Others: _____		
Applying Unit Declaration	I will comply with NTU Guidelines for Renting Classroom in the Classroom Buildings and relevant regulations on noise control and <b>avoid any political, religious, medical or any dangerous activities</b> . If any violation of this declaration occurs, I agree to return the rented venue to NTU immediately unconditionally and will not ask for a refund of the fees paid. If any property is damaged as a result of improper use, I will be responsible for compensating the loss without any objection.		
	Applicant signature: _____ Date: YY/MM/DD		
Review Details	Applying Unit: <input type="checkbox"/> Non-NTU unit <input type="checkbox"/> NTU unit Payable Fees: <input type="checkbox"/> Cleaning Fee:  <input type="checkbox"/> Audiovisual Equipment Fee:  <input type="checkbox"/> Air-conditioning Fee:  <input type="checkbox"/> Business tax:  Total: <input type="checkbox"/> Staff Service Fee(NT\$ _____) shall be paid to the classroom managing staff on the rental date according to NTU Guidelines for Renting Classroom in the Classroom Buildings.	Notes ➤ <b>The applicant should fill in the fields in black bold.</b> ➤ <b>By remittance:</b> <b>Bank Name: HUA NAN COMMERCIAL BANK, LTD. (TAI TA BRANCH), Account Number: 15436000028, Account Name: National Taiwan University. Please fax or submit in person the remittance slip to the Curriculum Division of the Office of Academic Affairs.</b> ➤ Classrooms shall not be used for business activities such as cash transactions, sending flyers or product samplers. The display of flags or banners in the classroom is also prohibited. If such behaviors occur and the person who made the display refuses to make correction as advised by the NTU classroom manager, the manager may suspend the renting of the classroom. ➤ Users should not change the arrangement of desks and chairs in the classroom (or have them moved out of the classroom). If any change is made, the users must restore the room to its original state before returning the classroom. If the users fail to restore and return the classroom on time, extra fees will be charged according to relevant regulations. ➤ The Curriculum Division: Phone: +886-2-3366-2388 #310 Fax: +886-2-3366-6282	
Review Result	<input type="checkbox"/> Approved: <input type="checkbox"/> Full Fee <input type="checkbox"/> Discount <input type="checkbox"/> Others <input type="checkbox"/> Disapproved (reason: _____)		
Unit in charge	Person in charge: _____ Chief: _____ Division Director: _____ Vice President for Academic Affairs: _____		