**﹡No.：**

**NTHU Division of Physical Facility Outdoor Venue of Main Campus Application Form and Affidavit**

Date of delivery of this form to the office: DD/MM/YYYY(please deliver it no later than one month before the event)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant's details | Applicant unit:  Contact name:  Tel.:  E-mail: | | | Approval Stamp of theApplicant Unit | | | |
| □**(Please tick the checkbox) The applicant unit has read the relevant rules of the venue and agreed to abide by thembefore verification  (Separately sign the venue usage cut-off book as page 3 of this document). (In addition, sign the site usage affidavit as page 3 of this document).**  (Applicant’s chop/ 1.The administrative and teaching units:  department manager chop)  Please obtain the stamp of approval from  the contractor and the department manager.  2.The student group of our school:  (1)student club:  Please obtain the stamp of approval from  the contractor of the Student Activity  Division and the department manager.  (2) non-student club:  Please obtain the stamp of approval from  the department office contractors  and manager,tutor, or lab teacher.  3. Off-campus units: Please stamp the  company chops and representative chops. | | | |
| Date(s) | From (DD/MM/YYYY) To (DD/MM/YYYY) | | |
| Event | (Please tick the checkbox)  Is there any participant fee for this event? □Yes □No | | |
| Handling Method | □On-campus units apply for use：□Co-organize activities with off-campus units  (Name of unit：)  □Off-campus units apply for use：□Co-organize activities with on-campus units  (Name of unit：) | | | | | | |
| Venue | □1.Large Lawn(□NorthCampus□SouthCampus) □2.Campus Open Space/ Road □3.Barbecue Area  **※Please fill in the section on the detailed usage of the venue on page 2 of this document. If there is any change, please email, fax, or update the paper again.** | | | | | | |
| Traffic Assessment | ※For large-scale events or events that are estimated to result inmore vehicles entering the school, please log in and download the “Large Event Record Form” on the website of the General Affairs Office in accordance with the regulations.  ※Please contact the Office of Campus Security one month before the event day to confirm the details of the relevant persons and vehicles entering and leaving the campus.  The estimated number of participants is \_\_\_\_\_; the estimated number of vehicles to enter the campus: \_\_\_\_\_ scooters, \_\_\_\_\_ cars, and large tour buses \_\_\_\_\_;  Estimated time for most people and vehicles to enter the campus: Date:\_\_\_\_/\_\_\_\_/\_\_\_\_Time: \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_  Leaving time: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_Time: \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ . | | | | | | |
| Payment Method | **◎ Please refer to the “Regulations and Charge Standards for the Management and Use of Facilities under the Administration of NTHU General Affairs Office”」**  □1.Intramural transfer: □E.F.L.M.T.H6.K and other projects  　　□A.B.D.J.H and other projects  □2.Cash (please fill in the receipt information required)  □3.Remit payment to NTHU special account (please fill in the receipt information required)  [AccountData ]  　Bank: 台灣銀行新竹分行  Account name: 國立清華大學401專戶  Account No.: 015036-070041 | | | | Deposit Refunds | Remittee:  Contact number:  Tax ID number/Staff ID/Student ID:  E-mail:  Address: | |
| Receipt | Remitter’s Name:  Tax ID number: | | | Remark |  | |
| Processing Unit | **Division of Physical Facility** | | **Campus Security Office** | | | | **Approval by the Vice President for General Affairs** |
| ※The campus open space and barbecue area are approved by the supervisor of the division of physical facility. | |  | | | | □Agree to this application  □Disagree with this application |

**Note: The venue management unit does not accept cash; please pay according to payment notice.**

(Revised on December 28, 2018, approved by the Vice President for General Affairs, page 1/3)

**NTHU Division of Physical FacilityOutdoor Venue of Main CampusApplication Form and Affidavit.**

**Detailed Usage oftheVenue**

Fill in (update) date:\_\_\_\_\_/\_\_\_\_/\_\_\_\_

**※According to the different needs of different venues, tick the fields □ for each time period below, and fill in the code of the relevant demand item.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rental date, purpose, and period** | | **※Large Lawn**  □North Campus  (Area:about12,736m2)  □South Campus  (Area:about7,506m2)  1A.Venue layout  1B.Rehearsal  1C.Formal event  1D.Move-out | **※Campus Open Space/Road**  Remarks: On-campus and off-campus units using campus roads for running, hiking, and other related activities must be handled separately. | | | | | | **※Barbecue Area**  (Area: about250m2) |
| Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_  (Day of the week： )  to  Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_  (Day of the week： ) | |
| **Cheng Kung Lake**  (Area:about1,410m2) | **Back**  **Mount-**  **ain**  (Area:about36,405m2) | **In front of Shui MuRestaurant** □Road  (Length: about100m)  □Parking lot  (Area:about25m2) | **In front ofthe Auditorium**  □Stairs  □Parking lot  (Area:about335m2) | **Other1:** | **Other2:** |
| Venue Layout | Date:\_\_\_\_/\_\_\_\_  (Day of the week： )  Time : \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ | □ | □ | □ | □ | □ | □ | □ | □ |
| Venue Layout | Date:\_\_\_\_/\_\_\_\_  (Day of the week： )  Time : \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ | □ | □ | □ | □ | □ | □ | □ | □ |
| Rehearsal | Date:\_\_\_\_/\_\_\_\_  (Day of the week： )  Time : \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ | □ | □ | □ | □ | □ | □ | □ | □ |
| Rehearsal | Date:\_\_\_\_/\_\_\_\_  (Day of the week： )  Time : \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ | □ | □ | □ | □ | □ | □ | □ | □ |
| Formal event | Date:\_\_\_\_/\_\_\_\_  (Day of the week： )  Preparation time for entry:　　　　　　　　　　\_\_\_\_:\_\_\_\_  Activity time:  \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ | □ | □ | □ | □ | □ | □ | □ | □ |
| Formal event | Date:\_\_\_\_/\_\_\_\_  (Day of the week： )  Preparation time for entry: \_\_\_\_:\_\_\_\_  Activity time: \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ | □ | □ | □ | □ | □ | □ | □ | □ |
| Move-out | Date:\_\_\_\_/\_\_\_\_  (Day of the week： )  Time : \_\_\_\_:\_\_\_\_to \_\_\_\_:\_\_\_\_ | □ | □ | □ | □ | □ | □ | □ | □ |
| Other usage requirements | 1. Provide meals: □Yes □No  2.Cleaning (mainly cleaning toilets and activity-derived garbage, excluding environmental pollution caused by activities):  (1) Garbage:□Rental user takes it away by themselves□Rental user rents dumpster and puts itin  (2) Toilets:□The rental user sets up mobile toilets on their own and puts them in  □Entrust the school withcleaning the toilets in the adjacent buildings. (charged items)  3.Whether to bring your own generator (outdoor venues prohibit unauthorized electrical connection):  □ yes, put it on□ No  4.Whether the event venue is set up with a promotional flag or an event-style billboard (it is forbidden to insert flagpoles directly into the soil to avoid dumping): □Yes□No  5.Whether to hang a streetlight flag or set the billboards on the section between the school gate and the site:  □Yes (please fill in the application form for flag in attached 5)□No  6.Other: | | | | | | | | |

(Revised on December 28, 2018, approved by the Vice President for General Affairs, page 2/3)

**NTHU Division of Physical Facility Outdoor Venue of Main Campus Application Form and Affidavit.**

**Venue Usage ofAffidavit**

**Date of use**：//~//**Activity name**：

**The use of venues (please tick)**:□1.Large Lawn(□North Campus, □South Campus)□2. Campus Open Space/Road □3.Barbecue Area

The venue user (the person who has completed the affidavit) has read and understood the “NTHU Venue and Equipment Management and Revenue Management Essentials” and “NTHU General Affairs Office Venue and Equipment Management Regulations and Charging Standards” and other related venues’ rules of use.During this event, those using the above venues are willing to abide by the regulations—in cases of violation, they will bear the relevant legal responsibilities—and promise:

1. The qualifications and nature of the activities of this venue meet the requirements and do not involve political, religious, or commercial propaganda;violate good customs;or affect the reputation of the school or public safety. If anything affects teaching, research, safety, or other school affairs, or violates laws and regulations and school regulations, agree to immediately stop its use.

2. Activity handling method (please tick):

|  |  |
| --- | --- |
| □On-campus units  Apply to use | □Actually not co-organized with off-campus units.  □Actually co-organized with off-campus units. The name of the off-campus unit |
| □Off-campus units  Apply to use | □Actually, it is not co-organized with the on-campus units and will not apply for use in the name of the on-campus units or promote the event in the name of the sponsored schoolor co-organized event.  □Actually co-organized with the on-campus units.  The name of the on-campus unit |

3. If the environmental equipment is damaged during the use of the venue, the venue user agrees to confiscation of the depositrefund and accepts responsibilityfor repairing the damaged equipment to its original condition or to pay the school's repair costs in full.

4. For venues where eating and drinking are prohibited, if illegal eating and drinking occurs (including staff, third-party vendors, attending guests, and audiences), venue users agree to pay a fine of NT$ 3,000; if there is no improvement, the full deposit refundwill be deducted.

5. At the end of the event, venue cleaning will be done on its own, and the garbage will be sorted and removed according to the relevant regulations of the school and the Bureau of Environmental Protection Hsinchu City. If the rules are not followed, the venue user agrees to pay a fine of NT$ 3,000; if the school is fined due to improper handling, the relevant fines shall be borne by the venue user.

6. The venue user does indeed assumepublic liabilityinsurance for the event, and the venue user shall be fully responsible for any accidents caused by the event.

**To: National Tsinghua University**

【Affiant】

Applicant unit:(stamp)Person in charge:(signature)

Contact number:Contact address:

※Remarks: applicant unit/certifier:

1. The school's administrative and teaching units: Department manager to give the stamp of approval.

2. The student group of our school:

(1) Student club: the supervisor of the division of student activitiesapproves the stamp.

(2) Non-student club: Please obtain the stamp of approval from the department manager,tutor,or lab teacher.

3. Off-campus units: Please stamp the company chops and representative chops.

Date:

(Revised on December 28, 2018, approved by the Vice President for General Affairs, page 3/3).