

* No. :

NTHU Division of Physical Facilities 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:	Approval Stamp of the Applicant Unit	
	Contact name:	☐ (Please tick the checkbox) The applicant unit has read the relevant rules of the venue and agreed to abide by them before 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).	
	Tel.:	1. The administrative and teaching units:	(Applicant's chop/ department manager chop)
	E-mail:	Please obtain the stamp of approval from the contractor and the department manager.	
Date(s)	From (DD/MM/YYYY) To (DD/MM/YYYY)	2. The student group of our school: (1) student club:	
Event		Please obtain the stamp of approval from the contractor of the Student Activity Division and the department manager.	
	(Please tick the checkbox) Is there any participant fee for this event? ☐ Yes ☐ No	(2) non-student club: Please obtain the stamp of approval from the department office contractors and manager, tutor, or lab teacher.	
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 (☐ North Campus ☐ South Campus)		
	☐ 2. Campus Open Space/ Road		
Traffic Assessment	☐ 3. Rest 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 in more 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 Facilities	Campus Security Office	Approval by the Vice President for General Affairs	
			☐ Agree to this application ☐ Disagree with this application	

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

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 it in_____ (2) Toilets:☐The rental user sets up mobile toilets on their own and puts them in_____ ☐Entrust the school with cleaning 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. Please refer to the instructions for using the rest area facilities (website: https://reurl.cc/L5YzG7); keys to the venue's barbecue grills and other facilities must be borrowed in advance before use. 5.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 6.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 7.Other:_____
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Venue Usage of Affidavit

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

The use of venues (please tick): ☐ 1. Large Lawn (☐ North Campus, ☐ South Campus) ☐ 2. Campus Open Space/Road ☐ 3. Rest 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 <u>off-campus</u> units. ☐ Actually co-organized with <u>off-campus</u> units. The name of the off-campus unit
☐ Off-campus units Apply to use	☐ Actually, it is not co-organized with the <u>on-campus</u> 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 school or co-organized event. ☐ Actually co-organized with the <u>on-campus</u> 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 deposit refund and accepts responsibility for repairing the damaged equipment to its original condition or to pay the school's repair costs in full.

4. The user of this venue agrees not to use information and communication products (including software, hardware and service operations) sold by Chinese (i.e. mainland) brands (including but not limited to companies established in China and individuals with Chinese nationality).

5. 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 refund will be deducted.

6. 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.

7. The venue user does indeed assume public liability insurance 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 activities approves 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: