

Department of Environmental Engineering, National Cheng Kung University Application form for Facility Use

Event Name			
Period of Use	From _____ (YYYY/MM/DD HH: MM) To _____ (YYYY/MM/DD HH: MM)		
Venue			
Purpose and Content of the Event			
Number of Participants			
Equipment Requested	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Projector (Single) <input type="checkbox"/> Projector <input type="checkbox"/> Microphone <input type="checkbox"/> Key <input type="checkbox"/> Bulletin Board <input type="checkbox"/> Television <input type="checkbox"/> Video Recorder <input type="checkbox"/> Other: _____		
General Provisions	1. Events must end before 22:00. 2. Facilities and equipment must be returned to their original condition after use. 3. A faculty member of the Department must submit applications for the use of Room 47118 as the event organizer. 4. The event organizer is responsible for instructing participants and ensuring their safety. 5. For events or training sessions that involve fees, charges must be paid in accordance with the resolution of the 202 nd Departmental Affairs Meeting.		
Event Organizer		Contact Number	

Applicant: _____ Year: _____ Student ID: _____

Date: _____ (YYYY/MM/DD)

Processing Staff Signature: _____

Department Chair Approval	
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