Department of Occupational Therapy, NCKU

Room and Equipment Use Application Form (Extracurricular Time)

Approved by Department Meeting #284, 2023/04/13

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| Important regulations. Please read first.  Violators will have their loan canceled | 1. Rooms and equipment of this department are only available for teaching/research/service-related activities for teachers and students in this department. 2. Please report any unusual condition of the event and the completion of clean-up to the supervising professor and the department office on the day of the event. 3. Please use equipment with care. Report any damage to the department office immediately to avoid the confusion of repairment or reparation fees and responsibilities. 4. Please remove any trash, leftover food, and beverages from the venue right after the event and restore the room to its original set-up.。 | | | |
| Name of the applicant | Sign： Agree to cooperate with regulations above  Date： / / (yyyy/mm/dd) Tel： | | | |
| Event Name |  | **Description** | ⦿Please attach the activity proposal including the shared task responsibilities and work allocation. | |
| Number of participants |  | Participants or name lists |  | |
| Venue | □OT Practicum Classroom  □Conference Room  □Other： | Equipment | □Digital Lectern：□Microphone □Computers and Projection equipment  □Others/Quantity： | |
| Room/equipment use hour | (yyyy/mm/dd)  From： (h) (m)  To： (h) (m) | Aftermath reports | Report time: (h) (m)□ Face to face □ Phone □Message  Content：  (Sign) | |
| Supervising Professor | (Sign) | | Space Management Committee | (Sign) |

⦿ Please show the stamped, approved form to the department office to borrow the room key.

⦿ While returning the key, please report any unusual situation of the event to the department office and submit this form with the completion of “aftermath reports”.