

元智大學體育室器材借用申請單

Yuan Ze University Physical Education Equipment Borrowing Application Form

借用人 Borrower		借用單位 Borrow Unit	
聯絡方式 Contact Information		借用日期 Borrowed Date	
用途說明 Purpose Description			
器材項目 Equipment	數量 Quantity	租借費用 Rental Fee	小計 Subtotal
總計 Total			
備註：1. 請於活動結束後一天之內歸還器材。 2. 器材使用後應負責清潔，如有毀損或遺失，依體育室器材項目賠償價目表賠償。 Note: 1. Please return the equipment within one day after the end of the activity. 2. Equipment should be cleaned after use, and in case of damage or loss, compensation shall be based on the Physical Education Office equipment price list.			

簽辦流程

Signing process

事項 Matter	地點 Location	簽辦人 Signatory
繳納租借費用 Payment of Rental Fee	體育室 Physical Education Office	
繳納保證金參仟元 Payment of a Deposit of NTD 3,000	體育室 Physical Education Office	
領取器材 Equipment Pickup	健康休閒中心 Fitness Center	
歸還器材（確認器材無毀損或遺失） Return of Equipment (Ensure equipment is undamaged or not lost)	健康休閒中心 Fitness Center	
返還保證金參仟元 Refund of NTD 3,000 Deposit	體育室 Physical Education Office	

說明：器材借用原則依「元智大學運動器材借用實施細則」規定辦理。

Explanation: Equipment borrowing follows the regulations outlined in the "Yuan Ze University Sports Equipment Borrowing Implementation Rules."

確認保證金退還無誤，借用人簽名

Confirmation of accurate refund of the deposit, borrower's signature

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