

元智大學體育運動場館租借費用檢查表

Yuan Ze University Sports Facilities rental fee checklist

日期 Date	時間 Time	時數 Hours	場館 Venue	使用費 Usage Fee	工讀金 Part-time worker fee	保證金 Security Deposit
總計 Total						

其他收費 Other charges

品項 Item	收費標準 Fee	數量 Quantity	總額 Total	備註 Notes
垃圾清運費 + 一般水電費 Garbage disposal fee + standard water and electricity fees				依人次計費 Charged by person

冷氣空調費用 Air conditioning fees

日期 Date	時間 Time	時數 Hours	空調種類/費用 Air Conditioning Type / fees	小計 Subtotal	非上班時間空調管控費 Air Conditioning Control Fee
			<input type="checkbox"/> 冷氣 Full air conditioning(NT\$ /hr) <input type="checkbox"/> 送風 Fan mode(NT\$ /hr)		(依本校加班費規定之計算 Calculated According to Overtime Regulations of the University)
總計 Total					

簽辦流程 Signing process

事項 Matter	地點 Location	簽辦人 Responsible Personnel
確定借用日期 Confirm the Borrowing Date	體育室 Physical Education Office	
繳納費用 Pay Fee	總務處 General Affairs Office	
體育館冷氣空調人員確認(如無使用空調此欄免簽) Confirm the Air Conditioning Processing Clerk (If not using air conditioning, no need to fill out this section.)	工程組 General Affairs Office Engineering Management Section	非上班時間空調負責人簽名 Signature of air conditioning controller
將繳費表交回並繳納保證金完成借用 Complete the deposit payment to finalize the borrowing	體育室 Physical Education Office	
借用後檢查場地整潔及維護無誤 After use, check that the venue is not dirty or damaged	體育室 Physical Education Office	
退還保證金 Return the deposit	體育室 Physical Education Office	

註 Note : 請將此表交回體育室存查 Please return this form to the Physical Education Office for record keeping.

確認保證金退還無誤，借用人：

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