

(This copy is for the Physical Education Office)

| National Chung Hsing University Sports Venue(s) Rental Application for Events | | | | Date of Receipt: No. | |
|--|--|---|---|--|--------------------------|
| Renting Unit/System/ Department | | Applicant | | Head of Application Unit (Signature) | |
| | | Contact No. | | | |
| | Uniform Invoice No.: | | | | |
| Paying Unit | <input type="checkbox"/> Same as above <input type="checkbox"/> Unit: Person Responsible: <input type="checkbox"/> Uniform Invoice No.: | | | | |
| Start/End Date and Time | From (YYYY/MM/DD HH:MM) to (YYYY/MM/DD HH:MM) | | | Number of Participants | Estimated _____ in total |
| | From (YYYY/MM/DD HH:MM) to (YYYY/MM/DD HH:MM) | | | | |
| | From (YYYY/MM/DD HH:MM) to (YYYY/MM/DD HH:MM) | | | | |
| Event Name | | Attachments | <input type="checkbox"/> Waiver <input type="checkbox"/> Consent Form <input type="checkbox"/> Event Plan <input type="checkbox"/> Traffic Plan <input type="checkbox"/> Others: | | |
| Renting Venue(s) | | Renting Equipment | | | |
| Cleaning and Waste Disposal | <input type="checkbox"/> Insourced <input type="checkbox"/> Outsourced to _____ Person Responsible: _____ Contact No.: _____ | | Remarks | | |
| Division of Sports Facilities Processing Clerk | Division Chief of Sports Facilities | Physical Education Office Director | | Event Approval | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

(This copy is for the Renting Unit)

| National Chung Hsing University Sports Venue(s) Rental Application for Events | | | | Date of Receipt: No. | |
|--|--|---|---|--|--------------------------|
| Renting Unit/System/ Department | | Applicant | | Head of Application Unit (Signature) | |
| | | Contact No. | | | |
| | Uniform Invoice No.: | | | | |
| Paying Unit | <input type="checkbox"/> Same as above <input type="checkbox"/> Unit: Person Responsible: <input type="checkbox"/> Uniform Invoice No.: | | | | |
| Start/End Date and Time | From (YYYY/MM/DD HH:MM) to (YYYY/MM/DD HH:MM) | | | Number of Participants | Estimated _____ in total |
| | From (YYYY/MM/DD HH:MM) to (YYYY/MM/DD HH:MM) | | | | |
| | From (YYYY/MM/DD HH:MM) to (YYYY/MM/DD HH:MM) | | | | |
| Event Name | | Attachments | <input type="checkbox"/> Waiver <input type="checkbox"/> Consent Form <input type="checkbox"/> Event Plan <input type="checkbox"/> Traffic Plan <input type="checkbox"/> Others: | | |
| Renting Venue(s) | | Renting Equipment | | | |
| Cleaning and Waste Disposal | <input type="checkbox"/> Insourced <input type="checkbox"/> Outsourced to _____ Person Responsible: _____ Contact No.: _____ | | Remarks | | |
| Division of Sports Facilities Processing Clerk | Division Chief of Sports Facilities | Physical Education Office Director | | Event Approval | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Matters of Attention | Approval of this application signifies compliance with the following: 1. As per the NCHU <i>Regulations Governing Sports Facilities</i> , <u>please read and sign (autograph) the waiver.</u> 2. The renting unit shall be held responsible for the safety of all personnel during the event. NCHU will not be jointly and severally liable for any accidents. 3. The renting unit shall be held solely responsible for the cleaning, safety, insurance, and other related matters, as well as arranging for emergency medical personnel (vehicle) if necessary. The Physical Education Office will not be liable for first-aid care during the event. 4. Please email the event plan and the remittance certificate to nchu202@nchu.edu.tw , or fax them to (04)2286-2237 (please indicate the paying unit and the name of the event). | | | | |

Disclaimer: The purpose of this application form is to collect and maintain data on NCHU sports facility users. All information and supporting documents provided by the applicant will only be used for reference by the NCHU Physical Education Office and shall remain confidential.

National Chung Hsing University Sports Venue(s) Rental Waiver

Rental Period: From _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD)

Event Name: _____

Renting Venue(s): _____ (Please complete in full)

The renting unit (renter) has read and understood the NCHU *Regulations Governing Sports Facilities* and other relevant guidelines. The renter is willing to abide by the aforementioned rules for venue rental during this event and shall be liable for any violations committed, pledging the following:

- I. Qualifications of the renting unit and the nature of the event are in accordance with the regulations and do not pose risks that disrupt social customs, dishonor NCHU, or endanger public safety. The renter agrees to immediately stop any venue usage that adversely affects teaching, research, safety, and other academic affairs or violates the law and NCHU rules.
- II. At the end of the event, the renting unit shall sort and dispose of waste away from campus according to the relevant regulations of NCHU and the Taichung Environmental Protection Bureau. All fines to NCHU for improper management therefrom shall be borne by the renter.
- III. The renting unit has insured the event for public liability or other matters pertaining to venue usage and shall be held fully responsible for any accidents that occur. The renter shall submit insurance certificates before the formal completion of the application process and shall not claim compensation for cancellation due to failure of submission within the time limit.
- IV. The renting unit shall be held responsible for waste disposal and equipment protection at all stages of venue rental from setup until exit, as well as adopt necessary measures required by the Physical Education Office (Office) including dumpsters, garbage trucks, floor mats, and protective covers. The renter shall be liable for restoring, repairing, or compensating for a dirty or damaged venue(s).
- V. The Office has the right to revoke the event without any compensation and refunds if the renting unit violates the regulations on venue usage or refuses to listen to managers during the event.
- VI. The renting unit shall take the initiative to request inspection by the Office before exiting, failure of which shall be deemed as an incomplete inspection with no security deposit returns, compensations, and refunds.
- VII. The renting unit shall keep the original copy of their deposit receipt to be returned at the end of the event after the venue(s) and various equipment has been restored to their original state without any unresolved issues.

Addressed to NCHU

by the

Renting Unit: _____ (stamp) Person Responsible: _____ (signature)

Address: Contact No.:

※Note: Affixer of official seal for different renting units:

1. NCHU faculty units: head of the unit

2. NCHU student teams:

(1) Clubs: Division Chief of Extracurricular Activities

(2) Non-clubs: head of college/department/institute, instructor, or laboratory professor

3. Off-campus units: company and person responsible.

Date: _____ (YYYY/MM/DD)

(Please turn to the next page)

National Chung Hsing University Sports Venue(s) Personal Data Collection Consent Form

The NCHU sports venues (the Venues) shall operate as per the NCHU *Regulations Governing Sports Facilities* and hereby inform the data subject of the following matters as stipulated in the *Personal Data Protection Act* (the Act).

I. Purpose: This data collection is for venue rental and deposit refunds only.

II. Type of Data: Your name, IDs, Chunghwa Post or other bank code and account, National ID number, contact information, email, etc., as detailed in the application form.

III. Period and Location of Use: The Venues will make reasonable use of your data during the duration of the collection purpose, including all contact and notification necessary for business operations, within the Republic of China or others areas authorized by you.

IV. You may elect not to provide sufficient personal data; however, the Venues will not be able to provide the relevant business services.

V. Rights and Interests: You may exercise the following rights concerning the Venues' retention of your data in accordance with the provisions of the Act:

1. To request an inquiry or review of, supplement, or correct your data.

2. To request a copy of your data.

3. To demand the cessation of the collection, processing, use, or erasure of your data except if deemed necessary for the Venues' business operations.

4. Application for the above is subject to the procedures stipulated by the Venues.

VI. Confidentiality: The Venues shall exercise due protection of your data. In the event that your data is stolen, disclosed, altered, or otherwise infringed upon due to natural disasters, accidents, or other force majeure, the Venues will notify you by telephone, email, website announcement, or via appropriate means after the relevant facts have been clarified.

VII. Amendment: The Venues reserves the right to amend the matters herein and will notify you through your contact information or website announcements. If you have not raised any objections or continue to use the Venues thereafter, it shall be deemed that you have consented to the amendment.

Signature of the informed and consenting person: _____

National Chung Hsing University

Event Plan for Sports Venue(s) Rental

I. Event Name

II. Event Background

III. Event Date, Time, and Location (from setup until exit)

IV. Number of Participants

V. Event Description

VI. Event Schedule

VII. Setup Description

VIII. Description of Advertisements

IX. Setup Schedule

X. Event Venue Layout (including traffic flow)

National Chung Hsing University Sports Venue(s)

Major Event Traffic Management Plan

I. Summary

1. Event Name:
2. Event Schedule:
3. Event Location:
4. Organizer:
5. Contact Person:
6. Contact No.:
7. Estimated Number of Participants and Vehicles:
 - (1) Participants:
 - (2) Vehicles: ___ cars, ___ buses.
8. Contact for Volunteer Traffic Police Squadron:
9. Number of Volunteer Traffic Auxiliary Personnel:

II. Traffic Analysis

III. Traffic Mitigation Measures

IV. Opening Hours (____:____ AM to ____:____ PM)

V. Closing Hours (____:____ AM to ____:____ PM)

VI. No-parking Zones

VII. Public Transportation Coordination

VIII. Parking Solutions

IX. Traffic Police Location Schematics

National Chung Hsing University

Renter Uniform Invoice Number and Bank Account Information

NCHU Processing Unit: Physical Education Office

Renter (Company) Name:

Uniform Invoice Number:

Email: @ (for deposit notification)

Remitting Bank: Bank Branch (Required)

Remittance Account:

Company Phone No.:

*Please use the invoice (or receipt) stamp here

****Account name must match
the name on the invoice stamp****



Affix photocopy of passbook cover page here (Required)