

國立中興大學運動場館活動借用申請表

National Chung Hsing University Sports Venues Rental Application Form

借用單位/系級 Renting Unit/System/ Department		申請人 Applicant	
統一編號 Uniform Invoice No		電話 Contact No	
借用單位主管(簽章) Head of Application Unit (Signature)			
繳款單位 Paying Unit	<input type="checkbox"/> 同上 Same as above		
	<input type="checkbox"/> 單位 Unit: _____ 負責人 Person Responsible: _____ 統一編號 Uniform Invoice No: _____		
起訖時間 Start/End Date and Time	From (YYYY/MM/DD HH:MM) To (YYYY/MM/DD HH:MM)		
	From (YYYY/MM/DD HH:MM) To (YYYY/MM/DD HH:MM)		
	From (YYYY/MM/DD HH:MM) To (YYYY/MM/DD HH:MM)		
活動名稱 Event Name			
借用地點 Renting Venue(s)			
借用器材 Renting Equipment			
活動參與人數 Number of Participants	預計總人數 _____ 位 Estimated _____ in total		
清潔及垃圾清運 Cleaning and Waste Disposal	委外廠商 Outsourcing vendor _____ 負責人 Person Responsible _____ 電話 Contact No _____		
需附資料 Attachments	<input type="checkbox"/> 切結書 Waiver <input type="checkbox"/> 個資同意書 Consent Form <input type="checkbox"/> 企劃書 Event Plan <input type="checkbox"/> 交通計劃書 Traffic Plan <input type="checkbox"/> 其他資料 Others _____		
備註 Remarks			
場地器材組 承辦人 Division of Sports Facilities Processing Clerk	場地器材組 組長 Division Chief of Sports Facilities	體育室 主任 Physical Education Office Director	體育室活動審核 Event Approval
			<input type="checkbox"/> 通過 Yes <input type="checkbox"/> 不通過 No

注意事項

Matters of Attention

活動借用申請書經核准後同意遵守下列事項：

1. 悉依國立中興大學運動設施管理辦法辦理，請詳閱 切結書 並簽名(親簽)。
2. 活動期間，借用單位應負責活動及人員的安全，如有事故發生，本校不負連帶責任。
3. 借用單位需自行負責清潔、安全保險等事宜必要時安排救護人員(車)等，本室不負責活動救護責任。

Approval of this application signifies compliance with the following:

1. As per the NCHU Regulations Governing Sports Facilities, please read and sign (autograph) the waiver.
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.

聲明：本申請表資料蒐集目的為國立中興大學運動設施使用者之資料維護，申請人所提供之所有資料及證明文件僅供國立中興大學體育室備查並予以保密。

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.

國立中興大學運動場館借用切結書

National Chung Hsing University Sports Venue(s) Rental Waiver

場地借用日期 Rental Period: : _____年(Y)_____月(M)_____日(D)~_____年(Y)_____月(M)_____日(D)

活動名稱 Event Name : _____

借用場地 Renting Venue(s) : _____ (若不只一處，請完整填寫 Please complete in full)

本場地借用單位(立切結書者)已詳閱並知悉貴校「國立中興大學運動設施管理辦法」等相關場地使用規則，於本活動期間借用上列場地願意遵守規定，若違反將自行負擔相關法律責任，並承諾：

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:

- 借用單位資格及活動性質符合規定，未涉及違反善良風俗、影響校方校譽或公共安全之虞。如有影響教學、研究、安全、其他校務運作之情事，或違背法令及校方相關規定時，同意立即停止其使用。
 - 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.
- 活動結束會依貴校及臺中市環保局相關規定分類垃圾並攜離校園；若因本活動未妥善處理致貴校受罰，相關罰鍰由借用單位負擔。
 - 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.
- 借用單位確實為本活動投保公共意外責任險或其他場地使用有關之保險，若因本活動造成之意外事故，由借用單位負全責。保險證明應於正式完成借用程序前繳交，未於期限內繳交致使遭取消借用申請時，借用單位不得要求相關賠償事宜。
 - 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.
- 場地借用自場佈、活動期間至撤場各階段，借用單位均應自負垃圾清運及場地器材保護之責，必要時須依本室之要求設置垃圾母子車、鋪設地墊、裝設保護套等相關措施，若造成場地髒亂、損壞，場地借用單位應負責恢復原狀、修繕或賠償。
 - 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).
- 借用單位活動期間違反相關場地使用規則或經本室管理員勸導不聽者，本室有權停止當天活動之舉辦，借用單位不得要求賠償及退費。
 - 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.
- 借用單位需於撤場時間內主動請體育室辦理驗收，未辦理驗收者視為未完成驗收程序，將不予退還保證金，借用單位不得要求賠償及退費。
 - 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.
- 保證金繳納收據正本由借用單位自行留存，於活動結束後場地及各項設備已復原、且無其他待解決事項後始得申退。
 - 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.

此致 國立中興大學

Addressed to NCHU

【立切結書者 Affiant】

場地借用單位 Renting Uni _____	(蓋章) (stamp)	負 責 人 Person Responsible _____	(簽 章) (signature)
備註 Note	場地借用單位/核章者： 1.本校行政、教學單位：單位主管核章。 2.本校學生團隊： (1)社團：課外活動組主管核章。 (2)非屬學生社團：請院系所主管核章或請導師、實驗室教授核章。 3.校外單位：請蓋公司章及負責人章。	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.	

日期 Date: : _____年(YYYY) _____月(MM)_____日(DD)

國立中興大學運動場館個人資料蒐集告知暨同意書

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

國立中興大學運動場館(以下簡稱本場館)依據「國立中興大學運動設施管理辦法」辦理各項作業，依「個人資料保護法」(以下簡稱個資法)之規定，告知下列事項，請詳閱。

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).

一、蒐集個人資料之目的：本場館為執行運動場館租賃及退還保證金等相關業務，需蒐集您的個人資料。

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

二、蒐集之個人資料類別：包括姓名、使用證號、郵局局號或銀行代碼、郵局或銀行帳號、國民身分證統一編號、連絡電話與地址、電子郵件信箱等，詳如申請表內容。

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.

三、個人資料利用之期間與地區：本場館將於蒐集目的之存續期間合理的利用您的個人資料，包括因業務執行所必須之各項聯繫與通知。利用地區為中華民國境內或經使用者個人授權同意處理、利用之地區。

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.

四、您得自由選擇是否提供相關個人資料，惟若拒絕提供個人資料或提供之資料不足時，本場館將無法提供相關事項。

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

五、個人資料之權利及權益：您可依個資法規定，得就本館保有您的個人資料行使以下權利：

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、請求查詢或閱覽、補充或更正。

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

2、請求製給複製本。

(2) To request a copy of your data.

3、請求停止蒐集、處理、利用或刪除，惟本場館因執行業務所必須者，本場館得不依請求為之。

(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、申請方式悉依本場館規定之受理程序辦理。

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

六、個人資料之保密：本場館將善盡個人資料保護之責。如因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本館將於查明後以電話、電子郵件或網站公告等方法，擇適當方式通知您。

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.

七、告知事項之修訂：本場館保有修訂本告知事項之權利，本場館於修訂本告知事項內容後將透過您所提供的聯絡方式或於網站上以公告的方式通知您，如您未提出異議或繼續使用本場館相關事項，表示您已同意本場館所更改之內容。

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.

受告知人暨立同意書人簽名： _____ (簽章)

Signature of the informed and consenting person: _____ (signature)