Chang Gung University Sports Facilities Rental Application Form

 Year Month Day

|  |  |  |  |
| --- | --- | --- | --- |
| Application Unit |  | Venue Rental |  |
| Name of the Person in Charge |  | Mobile phone No |  |
| Rental Period | From Republic of China \_\_\_\_year\_\_\_\_month\_\_\_\_day\_\_\_\_hour\_\_\_\_min～\_\_\_\_hour\_\_\_\_min to Republic of China\_\_\_\_year\_\_\_\_month\_\_\_\_day\_\_\_\_hour\_\_\_\_min～\_\_\_\_hour\_\_\_\_min |
| Purpose Description |  |
| Number of People |  | Number of Vehicles |  |
| Venue Fees | Venue fees: NTD$ Part-time workers’ fees: NTD$ Cleaning fees: NTD$ Lighting fees: NTD$ Air-conditioning fees: NTD$  |
| Total :NTD$  |
| Venue Deposits | Deposits :NTD$  |
| Application Unit Manager |  | Applicant |  |
| Management Unit Manager |  | Handled By |  | Rent that has been paid |  |
| Return Check |  Handled by： |
| Refund Description | 1. Total refund amount: NTD$  □No damage to the venue rental, not messy, full deposits is refunded NTD$ □Deposits offset NTD$; refund balance NTD$ □Unused venue rent refunded NTD$2. Other descriptions:   Handled by： |