Chang Gung University Sports Facilities Rental Application Form

Year Month Day

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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： | | | | | | |