Sports Facilities Loan Application Form

Year Month Day

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| --- | --- | --- | --- |
| Application Unit |  | Number of People |  |
| Department & Year |  | Name of the Applicant |  |
| Email |  | Mobile Phone/ Dorm Ext: |  |
| General Loan | From Republic of China \_\_\_year\_\_\_month\_\_\_\_day\_\_\_hour\_\_\_min～\_\_\_\_hour\_\_\_\_min to Republic of China\_\_\_\_year\_\_\_\_month\_\_\_\_day\_\_\_\_hour\_\_\_\_min～\_\_\_\_hour\_\_\_\_min |
| Regular Loan | Which day in a week\_\_\_ \_\_\_\_\_hour\_\_\_\_\_min until\_\_\_\_\_hour\_\_\_\_\_min |
| Event Content |  |
| Venue to Be Borrowed |  |
| Event Type | □1. Sports Team □2. Admin & Educational Unit □3. Departmental Team Activities □4. Society/Club Activities □5. College Sports □6. Department Sports□7. Graduation Cup □8. Alumni Cup □9. Others |
| Venue Deposits | Weekend Part-time Workers’ Fees |
| Paid amount |  NTD$ | Signature |  | Paid amount |  NTD$ | Signature |  |
| Returned amount |  NTD$ | Signature |  | Received amount | NTD$ | Signature |  |
| Remarks：1. Applicants: For all units in the university (including the student association of the department) and student associations/clubs/societies that would like to borrow sports facilities to organize activities on campus, please complete this form together with the event approval letter, the event proposal and relevant documents within 7 days prior to the event day for application. After being approved by the management unit, it will only be borrowed after the applicant pays a deposit, part-time workers’ fees and signs the declaration statement.
2. To use the sports facilities in this university, please comply with the detailed rules of the management of sports facilities of the university. In case of violation of any rules, the management unit may put a veto on your use of the venue within the rental period and the right to borrow it in the future.
3. If there are safety concerns due to poor weather, the venue shall be closed temporarily and no lights shall be turned on.
4. If the venue is not restored on time as per the agreement, the security deposits will not be refunded and will be used as the cleaning, maintenance and part-time workers’ fees.
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| Head of the Office of Physical Education | Handled by | Instructor (Coach) |
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 Prepared by the Office of Physical Education of Chang Gung University