文藻外語大學學生使用化雨堂申請表(社團專用) 108.03.04更改

Application Form for the Use of Auditorium (for Student Organization only)

revised on Mar. 4, 2019

Date of application: dd/mm/yyyy

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| 社團名稱Name of organization |  |
| 活動名稱Name of activity |  |
| 活動目的Purpose |  |
| 使用時間Time of use(詳填彩排及正式活動時間) | 彩排Rehearsal：正式活動Performance： |
| 支援事項Performance | □外包廠商outsourcing supplier □外接電力external power (Please confirm with outsourcing supplier)  |
| 申請人/聯絡電話Applicant/Tel. |  |
| 參加人數Number of participants |  |
| (以下由行政單位填寫) |
| 指導單位Advising unit |  | 指導單位主管Supervisor of Advising unit |  |
| 資訊與教學中心Information and Instructional Technology Center |  | 事務組Purchasing and Supply Section |  |
| 營繕組Construction and Maintenance Section |  | 決行Determined by the President |  |
| Notes：1. Procedure: applicant →Advising unit →Supervisor of Advising unit →Information and Instructional Technology Center →Purchasing and Supply Section →Dean of General Affairs
2. In case of overtime during weekdays or weekends/holidays, an additional supporting manpower allowance is required (NTD3,000 for a period of 4 hours), to be paid at Cashier, Office of General Affairs after application is approved.
3. This Form must be enclosed with the Activity Application Form for approval.
4. A copy of Activity Application Form and the certificate of using the main control room of the Auditorium must be submitted to the Extracurricular Activities Section for borrowing the keys.
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Please call the Purchasing and Supply Section (ext. 2511-2515) to inquire whether the Auditorium is available for use; alternatively, please check the Latest News/Weekly Assemble on the University website before application.