

National Chengchi University Digital Art

Center Borrowing Application Form

Date of Application (YYYY/MM/DD) :

Applicants		Cell phone	
The person in charge of the application		Email	
Purpose of use (please specify)	Whether to dine at the venue: <input type="checkbox"/> Yes <input type="checkbox"/> No (Dining will increase the deposit).		
Borrowing time	Date	Time Session	Remark
	102/12/29(Sun)	Morning + Lunch	(This is an example of filling, please refer to the Borrowing Regulations for the definition of each session)
	102/12/31(Tue)	Evening	
	Total ____ time session, the deposit is NT\$_____		
Equipment borrowing	<input type="checkbox"/> assistance from external vendors (more than half an hour of pre-site survey must also be borrowed) <input type="checkbox"/> projection equipment in the classroom area <input type="checkbox"/> projection equipment in the sofa area <input type="checkbox"/> microphone set <input type="checkbox"/> Others:		
<p>I have read and understood the "Digital Arts Center Borrowing Regulation", and guarantee that all venue users will abide by the borrowing rules during the borrowing period, and I am willing to bear relevant responsibilities and compensation if there is any violation.</p> <p style="text-align: right;">Applicant's Signature:</p>			
Signature of the organizer of the center:			

National Chengchi University Digital Arts

Center Restoration Confirmation Form

Applicants		Cell phone	
The person in charge of the application		Email	
Borrowing time	Date	Time	The use of equipment and the restoration of the site
			<input type="checkbox"/> normal <input type="checkbox"/> other:
Borrowing hours	___Hours (including special periods, extra hours except for meals not served during meal periods).		
Payroll method	<input type="checkbox"/> Work-Study Allowance Reimbursement <input type="checkbox"/> Cash <input type="checkbox"/> Others:		
Signature of the person in charge:		Signature of the center staff:	

This form is for one-day use, if you borrow more than two days, please copy it yourself.

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Payroll method	<input type="checkbox"/> Work-Study Allowance Reimbursement <input type="checkbox"/> Cash <input type="checkbox"/> Others:		
Signature of the person in charge:		Signature of the center staff:	

This form is for one-day use, if you borrow more than two days, please copy it yourself..

Receipt

We have hereby received a deposit for the borrowing of the venue.

Total

NT\$.

Date (YYYY/MM/DD):

Receipt

We hereby receive the refund of the venue borrowing deposit from the National Chengchi University Digital Arts Center.

Total

NT\$

Applicants:

The person in charge of the application:

Date (YYYY/MM/DD):