**場地借用單**

**Location Reserving Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 門禁設定  □A101 □M001 | | 教職員/學生証號： | | | | | | 申請日期：  (Reserving Date) | | 年　 月　 日  (yyyy / mm / dd ) | |
| 申請單位  (Department) |  | | 申請人  (Applicant) | | |  | | | 申請人電話  (Phone No.) | |  |
| 借用起訖時間  (Using Time) | 年　月　日 午 時 分至 年 月 日 午 時 分 | | | | | | | | | | |
| 申請用途  (Purpose) |  | | | | | | | | | | |
| 場地名稱  (Space) | **🖵有校外來賓，約 位** | | | | | | | | | | |
| 主管簽核  (Signature of Manager) |  | | | 備註  (Remark) | | |  | | 場地復歸確認  (Sign in after Return ) | |  |
| **★本單所借用之場地、器材由申請單位主管簽核人負責督促清潔、復原及歸還。**  **★管理大樓附近場地週一至週五17:30~22:00禁止使用任何擴音器材及播放音樂** | | | | | | | | | | | |
| 保管組簽核：  (Section of Property) |  | | | | 事務組簽核：  (Section of General Affairs) | | | |  | | |

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| 門禁設定  □A101 □M001 | | 教職員/學生証號： | | | | | | 申請日期：  (Reserving Date) | | 年　 月　 日  (yyyy / mm / dd ) | |
| 申請單位  (Department) |  | | 申請人  (Applicant) | | |  | | | 申請人電話  (Phone No.) | |  |
| 借用起訖時間  (Using Time) | 年　月　日 午 時 分至 年 月 日 午 時 分 | | | | | | | | | | |
| 申請用途  (Purpose) |  | | | | | | | | | | |
| 場地名稱  (Space) | **🖵有校外來賓，約 位** | | | | | | | | | | |
| 主管簽核  (Signature of Manager) |  | | | 備註  (Remark) | | |  | | 場地復歸確認  (Sign in after Return ) | |  |
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**★本單一式二聯：一聯申請單位留存，一聯由總務處留存★**