

YunTech Activity Center Equipment Rental

On-Campus Administrative and Academic Unit Application Form

Application Date: _____ Year _____ Month _____ Day

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|--------------------------------------|---|-------------------------------------|--|
| Borrowing Unit | | | |
| Event Name | | | |
| Borrowing Period | From _____ Year _____ Month _____ Day to _____ Year _____ Month _____ Day (Please fill in the event dates) | | |
| Equipment Name | Quantity | Specifications/Model/Remarks | |
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| Notes / Important Information | <ol style="list-style-type: none"> 1. This form is restricted to on-campus administrative and academic units only. Student clubs should follow the relevant procedures for equipment rental. 2. The maximum quantity of borrowable equipment and related rules are subject to the announcements on the Extracurricular Activities Section's website. 3. To facilitate the next borrower, please return the equipment by the end of your event or before 9:00 AM the following morning. 4. Borrowers are responsible for the cleanliness and maintenance of the equipment. If the borrowing unit or individual fails to properly maintain the equipment, they shall bear the cost of repair or compensation. Please thoroughly inspect the equipment for any damage before borrowing and report issues immediately. Responsibility for the equipment lies with the borrower once it is checked out. 5. The Extracurricular Activities Section gives priority to student clubs when lending equipment. | | |
| Applying Unit | | Managing Unit | |
| Applicant | | Registered Student Assistant | |
| Contact Number | | ASE Officer | |
| Supervisor of Applying Unit | | ASE Supervisor | |