

YunTech Student Activity Center Venue Rental

On-Campus Administrative and Academic Unit Application Form

Application Date: ____ Year ____ Month ____ Day

Event Name			
活動時間	From ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day		
Borrowing Period	From ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day		
Borrowing Unit			
Applicant		Contact Number	
Requested Venue(s)	(Maximum of 2)	Estimated Number of Participants	
Event Type	<input type="checkbox"/> Meeting <input type="checkbox"/> Activity <input type="checkbox"/> Banquet <input type="checkbox"/> Exhibition <input type="checkbox"/> Performance <input type="checkbox"/> Course <input type="checkbox"/> Lecture <input type="checkbox"/> _____		
Process Overview			
Comments / Feedback	<input type="checkbox"/> Registered <input type="checkbox"/> The requested time slot has already been booked <input type="checkbox"/> The venue specifications do not meet the event requirements		
Notes / Important Information	1. This form is strictly for use by on-campus administrative and faculty units. Student clubs must follow separate relevant procedures. 2. The Activity Center Performance Hall is not included in this form; eating and drinking are prohibited in GA107, GA242, GA245, and GAB101. 3. Venue specifications, important notices, and related rules are available on the Curriculum and Instruction Division's website. 4. To accommodate the next borrower, venues must be returned by the end of the event or before 9:00 AM the following day. 5. Borrowers are responsible for the cleanliness and proper maintenance of the venue. Any damage or lack of care must be repaired or compensated by the borrowing unit or individual. 6. Evening events must end by 10:00 PM. The entire Activity Center building will be powered down after 10:00 PM. 7. Equipment within the venue must not be moved or relocated without permission. 8. Without prior approval, do not use paste, double-sided tape, glue, thumbtacks, or similar materials on the venue's walls, floors, or equipment. 9. Ticket booths, posters, slogans, etc., must be placed only in designated areas and must be completely removed after the event. 10. Rehearsals must also follow the same application procedures for venue usage.		

< < Stamp/Approval Section > >

Applying Unit	Managing Unit
Applicant	ASE Responsible Officer
Supervisor of Applying Unit	ASE Supervisor

Updated on: 2025/05/23