

# YunTech Student Activity Center Venue Rental

## Student Club Application Form

Application Date: \_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

<b>Borrowing Club</b>			
<b>Event Name</b>			
<b>Event Time</b>	<b>From ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day</b>		
<b>Borrowing Period(1)</b>	<b>From ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day</b>		
<b>Borrowing Period(2)</b>	<b>From ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day</b>		
<b>Estimated Number of Participants</b>			
<b>Requested Venue(s) (Up to 2)</b>			
<b>Original Host Club</b>	<p>Remarks: If requesting to use another club' s designated venue, please obtain the signature of the club president or equipment manager of the original host club to confirm their consent to lend the venue.</p>		
<b>Notes / Important Information</b>	<ol style="list-style-type: none"> <li>1. This form is strictly for use by on-campus student clubs. Please attach a copy of the event application form when submitting the request and follow the regulations regarding deposits and verification of relevant documents. For venue specifications, important notices, and related rules, refer to the announcements and equipment borrowing regulations posted on the Curriculum and Instruction Division's website.</li> <li>2. To accommodate the next borrower, please return the venue by the end of the event or before 9:00 AM the next day. If this is not possible, notify the office in advance (via phone or private message). Violations will result in a deduction of equipment card points.</li> <li>3. Borrowers are responsible for maintaining cleanliness and proper care of the venue. If the borrowing unit or individual fails to do so, they will be held accountable for repair or compensation.</li> <li>4. According to the Student Activity Center usage guidelines, dynamic activities must end by 10:00 PM and static activities by 12:00 AM. The entire facility will be powered down after 10:00 PM. Please manage entry, exit, and noise levels accordingly. For special events, consult with the Curriculum and Instruction Division regarding lighting controls. Overnight stays in the Activity Center are strictly prohibited; violations will result in a deduction of two equipment card points and a three-month suspension from using the facility.</li> <li>5. Equipment within the venue must not be moved without permission. The use of glue, double-sided tape, adhesive, thumbtacks, or similar items on the venue's walls, floors, or equipment is prohibited unless authorized. Ticket booths, posters, slogans, etc., must be placed only in designated areas. All signage must be removed within three days after the event. Any violation will result in a two-hour cleaning duty of the Student Activity Center.</li> <li>6. Smoking, alcohol consumption, barbecuing, the use of high-power electrical appliances, and storage of hazardous materials are strictly prohibited in the Activity Center. Offenders will be penalized with equipment card point deductions and may be banned from using the center, in addition to disciplinary action under university regulations.</li> </ol>		
<b>Advising Instructor</b>		<b>Applicant</b>	<b>Name:</b>
<b>Confirmed Club</b>			<b>Department and Year:</b>
<b>Borrowing on Behalf Club</b>			<b>Contact Number:</b>
<b>Reviewed by Student Assistant</b>		I have read the above notes and agree to comply with the stated regulations.	

Updated on: 2025/05/23