

_____學年度(____)學期 學生宿舍飲水機使用申請表

_____Year (____) Semester Student Dorm Water Dispenser Usage Application Form

戶別 Unit no.	申請人 Applicant name	聯絡電話 Cellphone	申請時間 Date	申請編號 Application number	管理員簽章 Signature of officer
				(管理員填寫) (Fill by officer only)	

注意事項
Terms and Conditions 115.10.8 修

- 申請項目：小型飲水機借用。**
Application: Small Water Dispenser Loan.
- 申請資格：限目前住宿學生申請，申請以「戶」為單位，不受理個人申請。** Eligibility: Only current dormitory residents may apply. Applications must be made by the whole unit. Individual applications are not accepted.
- 申請期限：每學年須申請一次，每戶限申請一台。申請前請務必事先徵得全體戶(室)友同意。** Application: Apply once each academic year. Each unit may apply for one water dispenser only. Please get all roommates' agreement before applying.
- 擺放位置：為確保宿舍安全，飲水機須統一擺放於戶內客廳。** Placement: For safety, the water dispenser must be placed in the living room.
- 借用與歸還： Loan and Return:**

借用手續：申請者請持本單向管理員辦理借用登記，並於現場確認設備及配件是否完整。借用期間請妥善保管設備並愛惜使用。 Loan: Please bring this form to the staff to register and check the water dispenser. Please take good care of the equipment during use.

異常回報：設備於借出後 3 日內如發生故障或異常，請立即向管理員回報。若為非人為因素造成之設備故障，請洽管理員協助處理。 Problems: If the water dispenser has any problem within 3 days after borrowing, please report it to the staff immediately. For equipment problems not caused by users, please contact the staff.

歸還規定：第二學期離宿時，請將飲水機清洗乾淨後，送至 D2 服務中心歸還。 Return: When moving out at the end of the second semester, please clean the water dispenser and return it to the D2 Service Center.

損壞賠償：使用者須共同簽署「損壞賠償責任書」。如有逾期未歸還或人為、蓄意損壞設備之情形，借用者須負全額賠償責任，並依校規辦理。 Damage and Compensation: All users must sign the "Damage Compensation Agreement." Late return or intentional damage will require full payment for the damage and may result in disciplinary action.
- 使用規範：請定期加水，並僅限使用 RO 飲用水，同時配合水質檢驗。嚴禁使用自來水，以避免機體因缺水空燒而造成危險。** Usage: Refill the water regularly and use RO drinking water only. Please cooperate with water quality checks. Tap water is strictly prohibited.
- 盛裝限制：內膽僅限盛裝 RO 飲用水，請勿裝入咖啡、牛奶、茶葉、酒類或其他有色飲料。** Contents: Only RO drinking water is allowed. Do not put coffee, milk, tea, alcohol, or other drinks into the tank.
- 環境衛生：請隨時保持飲水設備及周遭環境清潔，勿留有髒污或積水，以避免蟑螂、螞蟻等害蟲滋生。** Cleanliness: Please keep the water dispenser and the area around it clean. Do not leave dirt or standing water to prevent cockroaches, ants, and other pests.

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.

借用人簽名:

借用時間: 年 月 日

歸還時間: 年 月 日

歸還情形: ☐無損壞 ☐損壞內容 ☐未清洗 ☐未歸還

管理者簽名(歸還時):