

National Chiayi University Min-Hsiung Campus

The Chamber to use application form

Date :

| | | | | | |
|-----------------|--|------------------------------------|---------------------------|----------------------------------|--|
| Applicant Unit | | | | | |
| Telephone | | Applicant | | Unit Heads | |
| Locaiton | Briefing Room on the second floor, Administration Building | | Content of Activity | | |
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| | | | | | |
| Date | | | | | |
| Use of Time | | | | | |
| Number of Uses | | | | | |
| Overtime | <input type="checkbox"/> pay by School <input type="checkbox"/> Pay by Applicant | | | | |
| Site Manager | | General Leader of Min-Hsiung | | Dean of General Affairs | |

Note :

1. Chamber of important meetings with the school-wide priority for the principle.
2. Conference room above the opening hours of the principle of class time, weekly holidays closed
3. Only in respect of the use of conference room equipment, other equipment, please apply for units owned.
4. Please use the attached letter on three days, notification (copy) should apply to the General Registry.
5. If the use of time over working hours, overtime pay or work site administrator fees.
6. Our meeting rooms is strictly prohibited posters, announcements and bring drinks, refreshments, food.
7. Borrow will depend on when the school "Hiring Management Guidelines" to receive venue rental fees.

2010/04/29