

**國立臺灣師範大學特殊教育學系暨復健諮商與高齡福祉研究所
師生場地使用申請表**

Department of Special Education / Graduate Institute of Rehabilitation
Counseling and Gerontological Wellbeing
National Taiwan Normal University
Venue Booking Form (Staff and Students)

申請日期： 年 月 日 時 分
Booking Date and Time: _____ (DDMMYYYY) / _____ h

申請單位 Department		申請人(學號) Applicant (Student ID no.)	
活動負責老師 Instructor-in-charge	(須請老師簽名) (Instructor's signature)	連絡電話或 email Contact number or email	
清潔負責人 Person-in-charge of Housekeeping			(簽名) (Signature)
活動名稱 Name of event/activity			
借用時間 Date and Time of Venue Usage	_____年 月 日(星期) 時 分 至 _____年 月 日(星期) 時 分 _____(MMDDYYYY) (_____day) _____ h to _____(MMDDYYYY) (_____day) _____ h ★碩博口試時間為____:____~____:____★ Time for Postgraduate Oral Defence ____:____~____:____★		
使用器材 Equipment required	<input type="checkbox"/> 資訊設備 (單槍+電腦+麥克風+電動螢幕) <input type="checkbox"/> 其他: _____ <input type="checkbox"/> I.T. equipment (Multimedia Projector + Computer + Microphone + Electric Projector Screen) <input type="checkbox"/> Others: _____		
使用目的: 1. <input type="checkbox"/> 本系所教學用 2. <input type="checkbox"/> 本系所活動用(全系-系辦) 3. <input type="checkbox"/> 特教中心活動用 4. <input type="checkbox"/> 本系所系學會活動用 5. <input type="checkbox"/> 本系所教師專案借用 6. <input type="checkbox"/> 其他: *如果相同借用日期, 依上述順序為使用優先次序。	Purpose of Venue Booking: 1. <input type="checkbox"/> SPE instruction 2. <input type="checkbox"/> SPE event (Department-wide-Department office) 3. <input type="checkbox"/> Special Education Center event 4. <input type="checkbox"/> SPE student association event 5. <input type="checkbox"/> SPE faculty event 6. <input type="checkbox"/> Others: * In the case of multiple bookings on the same day, the priority shall be determined in accordance with the order listed above		
使用場所(可複選): 1. <input type="checkbox"/> 小會議室(119室『系辦旁』) 2. <input type="checkbox"/> 視聽教室(114室) 3. <input type="checkbox"/> 川堂 4. <input type="checkbox"/> 交誼廳 5. <input type="checkbox"/> 教室/會議室: _____室 6. <input type="checkbox"/> 活動室(220/222/224/226室): _____室 7. <input type="checkbox"/> 職評室(一)(B111室) 8. <input type="checkbox"/> 觀察室(221/225室): _____室 9. <input type="checkbox"/> 聽能手語訓練室(304室) 10. <input type="checkbox"/> 溝通訓練室(305室)	Venue(s) to be booked (multiple selection allowed): 1. <input type="checkbox"/> Small Conference Room (Room 119, next to the department office) 2. <input type="checkbox"/> Audio-visual Classroom (Room 114) 3. <input type="checkbox"/> Entrance Hall 4. <input type="checkbox"/> Recreation Room 5. <input type="checkbox"/> Classroom/Meeting Room: Room _____ 6. <input type="checkbox"/> Activity Room (Room220/222/224/226): _____ 7. <input type="checkbox"/> Vocational Evaluation Lab(一)(B111) 8. <input type="checkbox"/> Observation Lab(Room221/225): _____ 9. <input type="checkbox"/> Auditory/Sign Language Lab(Room304)		

11. <input type="checkbox"/> 視障輔具室(B110A/B116A): _____ 室 12. <input type="checkbox"/> 職評室(二)(B111A) 13. <input type="checkbox"/> 其他	10. <input type="checkbox"/> Communication Training Lab(Room305) 11. <input type="checkbox"/> Visual Assistive Technology Lab (RoomB110A/B116A) : _____ 12. <input type="checkbox"/> Vocational Evaluation Lab(二)(RoomB111A) 13. <input type="checkbox"/> Others:
7-12項場地限於【授課】【專案計畫】之用途，借用規定： 1. 7-8項 該場地需經授課老師或專案計畫老師的簽章(活動負責老師一欄)，始得借用。 2. 9-12項 該場地需經授課或專案計畫老師的簽章(活動負責老師一欄)，以及場地管理老師的簽章(審核步驟之2)，並須由借用老師帶領下團體出入使用。	Venues 7-12 are to be used only for the purposes of classroom teaching or project execution. The rules of venue usage are as follows: 1. Venues 7 & 8: These venues can only be booked upon the approval of the course instructor or project coordinator (Teacher-in-Charge section to be signed). 2. Venues 9 to 12: These venues can only be booked upon the approval of the course instructor or project coordinator (Teacher-in-Charge section to be signed) and the teacher in charge of venue management (Step 2 of Approval Procedure). Students using these venues are to move as a group under the instruction of the instructor that endorsed the venue booking.
使用對象說明： Description of users:	使用人數： Number of users:

注意 Please note :

1. 227會議室借用人數需10人以上方得借用。

The 227 meeting room may only be reserved if there are at least 10 attendees.

2. 本借用場地不得使用危害國家資通安全之產品(如大陸廠牌軟體、硬體及服務)；如有發現設備遭駭入侵，請立即關閉該設備電源，並通知本校場地管理人員進行後續處理。

Products that threaten the information security of Taiwan (such as software, hard ware, and digital services from Mainland China) are not to be used in this venue. In the event that any equipment has been hacked, please turn off the power immediately and notify the NTNU venue management staff for further action.

3. 為加強資訊安全管理，租借人員應接受本校針對所使用之資通訊軟、硬體進行查核，如有使用危害國家資通訊設備產品，由本校通知限期改善，租借人員應於期限內改善完竣。

Venue bookers are to comply with checks ordered by NTNU on their digital communication software and hardware as part of NTNU's effort to strengthen information security management. If any equipment or products that threaten Taiwan's information security were found to have been in use, NTNU will inform the user to rectify the situation within a given time period. The informed user is to complete the security enhancement before the deadline given.

審核步驟：(見下頁)

Approval Procedure: (Next page)

1. 至系圖確認場地可借用狀況 管理員簽章： 1. Check the venue availability at the department library Staff:	2.9-12場地管理老師簽章 2.9-12 Signature of Venue Management Teacher-in-Charge 304室-劉秀丹老師 Dr. Hsiu-Tan Liu 305室-劉惠美老師 Dr. Huei-Mei Liu B110A/B116A 室-張千惠老師 Dr. Chien-Huey Chang B111A 室-佘永吉老師 Dr. Yung-Ji Sher	3.系辦請示簽章批准 承辦人： 系主任： 3.Seek approval at the department office and obtain signature and seal Officer-in-charge: Department Chair:	4.交至系圖，完成借用場地登記日期： 4.Submit the booking form to the department library to complete the venue booking Booking Date:
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登記順序以優先送至系圖登記為準，請盡快完成，以免向隅。

The order of booking is based on the date that the booking form is received by the department. As venues are limited, please complete bookings ASAP.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese version.
中英文版本如有差異，以中文版本為準

國立臺灣師範大學特殊教育學系暨復健諮商與高齡福祉研究所

師生場地使用規則

91.3.5 90學年度第5次系務會議通過
103.10.28 103學年度第2次系務會議通過
109.9.22 109學年度第1次系所務會議通過
109.10.20 109學年度第2次系所務會議通過
110.3.2 109學年度第5次系所務會議通過
113.5.7 112學年度第7次系所務會議通過

- 一、場地使用原則：本系所場地（含教室、川堂、交誼廳等公共空間），以本系所教學活動為主，其餘借用順序請參考申請表。
- 二、本系所學生使用以系學會活動、教甄教檢、讀書會、論文口試、課程相關討論等為原則。
- 三、本系所專兼任（含退休老師）及特教中心使用以會議、計畫、研討會等為原則；原則不收費，若計畫有足夠預算，鼓勵支持系所經費。
- 四、場地申請使用請確實註明每個場地使用目的及時間，同時借用三個(含)以上場地需檢附活動計畫證明需求。
- 五、場地使用應於24:00以前結束；如因課業需要(例:實習試教練習、讀書會等)或特殊活動(例：系學會幹部訓練等)延長借用，需於一週前提出申請並經相關指導老師或系學會會長簽名，並經系辦同意後始得延長至次日。
- 六、借用場地請於上班時間至二樓系圖借鑰匙，歸還時亦同，不得未經授權轉交鑰匙及場地。週末同一場地有2名(含)以上借用者，如經授權轉交，請務必配合前、後使用者，確實進行鑰匙(遙控器)及場地之交接。
- 七、場地、設備及公共物品如使用不慎遺失或損壞，由使用單位負責人照市價賠償或修復。
- 八、場地使用期間，請控制音量，勿干擾課程進行及午間休息。
- 九、請申請人負責場地（包含室內及公共區域）清潔、垃圾處理、關燈、冷氣、門禁等善後事宜。大型活動/研討會等之餐盒、廚餘請申請者於活動當日回收。
- 十、注意用電安全，禁止改變或擅接電源線路，或使用燃燒性火源，離開時應關閉所有電源。並維護場地環境之完整與清潔，牆面、地板未經許可不得任意張貼海報或各式文宣資料，使用完畢需清除並恢復場地原狀。
- 十一、場地借用不得佔用任何無障礙設施，影響無障礙空間之動線。
- 十二、非上班時間欲使用空調者請自行簽會營繕組。若借用日期有衝突時，請負責人自行協調。
- 十三、如需使用器材請另行登記借用，茶水等活動用品亦自行準備。
- 十四、不得私自借用鑰匙給非申請者；並不得私自授權非申請者獨自留在博愛樓。
- 十五、如未遵守第4項至第11項者需進行系所服務至少10小時，並視情節輕重加重罰則。
- 十六、如未遵守第14項者需進行系所服務至少10小時及暫停場地借用一個月，並視情節輕重加重罰則。
- 十七、未完成系所服務者暫停場地借用。

Department of Special Education / Graduate Institute of Rehabilitation
Counseling and Gerontological Wellbeing
National Taiwan Normal University
Venue Booking Rules and Regulations (Staff and Students)

Ratified at the 5th departmental meeting of Academic Year 2001/2002 on March 5, 2002
Ratified at the 2nd departmental meeting of Academic Year 2014/2015 on October 28, 2014
Ratified at the 1st departmental meeting of Academic Year 2020/2021 on September 22, 2020
Ratified at the 2nd departmental meeting of Academic Year 2020/2021 on October 20, 2020
Ratified at the 5th departmental meeting of Academic Year 2020/2021 on March 2, 2021
Ratified at the 7th departmental meeting of Academic Year 2023/2024 on May 07, 2024

1. Venue booking guidelines: Venues belonging to SPE (including classrooms, entrance hall, recreation room, and other public spaces) shall be used primarily for the department's teaching purposes. For venue booking for other purposes, please refer to the venue booking form for the order of priority.
2. Students of the department may book venues for purposes such as department activities, recruitment and evaluation of teachers, reading group meetings, oral defense of theses and dissertations, and other academic-related discussions.
3. Full-time and part-time faculty members (including retired faculty members) of the department and the Special Education Center may book the venues for purposes such as conferences, projects, and seminars. Venue bookings are complimentary. However, faculty members are welcome to make financial contributions to the department if their project funding allows them to.
4. When booking venues, please state the purpose, date, and time of each booking clearly. When booking three or more venues at the same time, please attach a program proposal to support the booking.
5. Each booking is valid until 2400h. In the event that venue bookings need to be extended for academic purposes (such as teaching practice for internships and reading group activities) or for special events (such as student association training workshops), applications for extension are to be made a week in advance and be endorsed by a supervising instructor or the chairperson of the student association. Upon approval granted by the department office, the booking may be extended by a day.
6. Please collect the keys to the venues from the department library on the 2nd floor during office hours. The keys are to be returned to the department library at the end of the booking. The keys and venues are not to be handed over to any unauthorized parties. When there are 2 or more bookings for the same venue on a weekend, please ensure the proper handover of the keys, remote controls, and venues to and from an authorized user.
7. In the event of losses or damages to venues, equipment, or other public items due to negligence during the venue usage, the department or unit to which the user belongs shall compensate the department in accordance with the market price of the lost or damaged item(s) or repair said item(s).
8. When using the venue(s), please keep the noise level down so as not to disturb ongoing classes or individuals taking breaks.
9. Authorized users are responsible for restoring the spaces after the activity, in areas such as cleaning (including indoor and public spaces), garbage disposal, turning off the lights and air-conditioning, and locking up. Lunch boxes and food waste generated in large-scale events and conferences are to be collected on the day of the event.
10. Users are to uphold safety precautions pertaining to power usage. It is forbidden to change or connect power lines, or use live flames without authorization. All power sources should be turned off when leaving the venue. The original state and cleanliness of the venue shall be upheld. No posters or promotional materials shall be posted on the walls and floors without permission. All materials are to be removed and the venue restored to its original state after the venue usage.
11. Barrier-free facilities shall not be occupied, and the movement of users of barrier-free spaces shall not be obstructed.
12. Those who wish to use the air-conditioning system during non-working hours shall seek approval from the Construction and Maintenance Section. In the event of conflicts in booking dates, the persons-in-charge of clashing events shall work out a solution privately.
13. If there is a need for equipment usage, please book the equipment separately. Users are to make their own logistics arrangements, such as supplying refreshments, for their event or activity.
14. Users are prohibited from lending venue keys to unauthorized individuals, nor are they allowed to authorize non-users to stay in the Bo-ai Building without supervision.
15. **Those who fail to comply with Items 4 to 11 shall perform at least 10 hours of community service for the department. The duration of the community service may be increased depending on the severity of the offense.**
16. **Those who fail to comply with Item 14 shall perform at least 10 hours of community service for the department and be barred from making other venue bookings for a month. The duration of the community service may be increased depending on the severity of the offense.**
17. **The venue booking rights of offenders who have yet to fulfill their community service hours will be suspended temporarily.**