

元智大學資訊傳播學系 空間及設備借用管理辦法

Department of Information Communication, Yuan Ze University Regulations for the Management of Rental of Spaces and Equipment

107.5.22 106-13 系務會議通過

103.5.13 102-13 系務會議通過

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第一條 為妥善管理本系各類空間、設備，期充分發揮功能，特訂定本辦法。

Article 1 These Regulations are formulated to properly manage all kinds of spaces and equipment of the Department and give full play to their functions.

第二條 借用對象：

資傳系學生、教職員，非本系師生請參照相關外借辦法。

Article 2 Eligible Borrower:

Students, faculty members, and administrative staff of the Department of Information Communication. Those not affiliated with the Department will be subject to the applicable rental regulations.

第三條 借用優先順序：

- 一、系上教學、研討會、演講或會議等活動。
- 二、學系期中期末展覽活動。

Article 3 Priority:

- I. Activities of the Department, such as courses, seminars, speeches or conferences.
- II. Mid-term and final exhibition activities of the Department.

第四條 借用時間：

依當學期公告時間為準。

Article 4 Time:

Subject to the time announced in the current semester.

第五條 借用限制：

- 一、教室預約為 12 天內之期間。
- 二、教室鑰匙為當天借用當天歸還。
- 三、設備短期借用時間為 3 天
- 四、設備長期借用為 1 週，長期借用需填寫「設備長時間借用單」，若為長期上課教學需求借用者，不受限於 1 週。

Article 5 Restrictions:

- I. Classrooms shall be reserved within 12 days upon the scheduled date.
- II. Classroom keys shall be returned on the date of borrowing.

- III. Short-term rental period of equipment is 3 days.
- IV. Long-term rental period of equipment is 1 week. Those in need of long-term period shall fill out the Equipment Long-term Loan Form. If the demand is for long-term courses, it will not be subject to the 1-week restriction.

第六條 借用手續：

- 一、借出登記時請憑學生證或有效證件辦理借用程序。
- 二、借用者一張證件只可借一項器材，不可以一證多押。
- 三、歸還時間若遇假日者，請於假日結束隔日歸還。

Article 6 Procedures:

- I. Upon rental registration, users shall submit an application with their student ID cards or other valid identification documents to complete the procedure.
- II. One user can only borrow one piece of equipment with one identification document. It is not allowed to borrow multiple pieces with only one identification document.
- III. If the given time of return is on a holiday, the rental equipment shall be returned on the first school day.

第七條 義務與責任：

- 一、辦理設備借出時，為保障自身權益，務必當場清點器材數量與檢查設備狀況，如有問題應立即告知管理人員，否則事後發現遺失、損壞等狀況，將由借用人負責維修賠償。
- 二、借用人於借用期間須負公物保管責任，不可任意私自將公物轉借他人，若發現此情形則取消借用人當學年借用權利。
- 三、為顧及其他同學使用權利，請準時歸還器材。未於規定時段歸還者，當學期不得再借用器材。
- 四、教室使用完畢時需關閉電燈、空調及教室內設備，並將門窗上鎖始可離開，若因借用人未注意門禁安全，而導致財物損失時，將提請系務會議討論損害賠償之責。
- 五、借用本系各項空間與設備，應愛惜公物，未經許可不得任意搬離硬體與週邊，或拆卸、擅接或改變電源線路，且不得釘、掛、黏、貼牆壁或玻璃，亦禁止吸煙及攜入食物、飲料。本系各空間若有特別規定者，亦須確實遵守規定，如使用不當而不慎損壞設備，借用人應負損害賠償或修復之責。

Article 7 Obligations and Responsibilities:

- I. Users shall check the quantity and condition of the rental equipment upon application to ensure their rights and interests. Any problem found shall be responded to the management staff immediately. Otherwise, the users shall be responsible for repairs and compensation if the equipment has been found to be lost or damaged.
- II. Users shall be responsible for the safekeeping of the public properties during the rental period. They are not allowed to further lend out the rental equipment to any third party without authorization. If any users are found to have any such unauthorized lending, their right of rental will be suspended during the current semester.

- III. Users shall return the rental equipment on time in consideration of the rights of other students. Those who fail to return the equipment within the given time will not be allowed to further borrow any equipment during the current semester.
- IV. After using a classroom, users shall turn off all the lights, air conditioners and equipment and lock all the doors and windows before leaving. In the event of any property loss due to users' negligence of access security, the case of liability will be discussed at the Department Affairs Meeting.
- V. Users shall take care of the spaces and equipment borrowed from the Department. Without authorization, users shall not have any of the following: to remove the hardware or accessories, or to dismantle, improperly connect or change power lines, or to attach a nail, hang, glue or stick to walls or glasses. It is also prohibited to smoke or bring food or drinks in any space. Users shall also comply with any special regulations for each space of the Department. If equipment is damaged due to improper use, the users shall be responsible for compensation or repairs.

第八條 各類空間若有訂定辦法時依各空間管理辦法執行，影視器材設備依「影視器材借用辦法」執行。

Article 8 If there are regulations specifically formulated for each space, those regulations shall prevail. Rental of audio-visual equipment shall be subject to the *Regulations for Rental of Audio-Visual Equipment*.

第九條 本辦法經系務會議通過後公布實施，修正時亦同。

Article 9 These Regulations shall be implemented upon approval by the Department Affairs Meeting. Any amendments shall be processed accordingly.