

Personal data collected in this form will be retained. The data might be used in educational or training purposes. Without obtaining the prior consent of the person, the data shall not be used for any other purpose, and shall be provided to other third party. When handling personal information, shall follow the Privacy Policy and Security controls of NCHU.

National Chung –Hsing University		Facility/ equipment reservation application form	
Computer and information network center			
Class name Or Department /Section		Teacher Name	
Course Name	<input type="checkbox"/> Compulsory <input type="checkbox"/> Elective Course Code :	Teacher's Phone	Extension phone : Mobile Phone :
Contact person	Name : phone :	Teacher email	
purpose	<input type="checkbox"/> Teaching <input type="checkbox"/> Education Training <input type="checkbox"/> Lecture <input type="checkbox"/> other : _____		
reservation time	<input type="checkbox"/> Retention of the whole semester : every week ____ since time ____: ____ to ____: ____ <input type="checkbox"/> Single reservation : ____m ____ d _____ yyyy since time ____: ____ to ____: ____ ____m ____ d _____ yyyy since time ____: ____ to ____: ____		
Reservation site	<input type="checkbox"/> Zhiping Hall (Single reservation only) <input type="checkbox"/> Computer classrooms · Estimated number of students ____ person	Software demand	<input type="checkbox"/> No need Software <input type="checkbox"/> Need Software : _____
	Please fill in accordance with the computer classroom preference order 1 ~ 4 <input type="checkbox"/> First PC classroom (52 seats) <input type="checkbox"/> Second PC classroom (70 seats) <input type="checkbox"/> Third PC classroom (56 seats ) <input type="checkbox"/> Library PC classroom (60 seats)		

**※You are not allowed to use any illegal software in the computer classroom · If there is a violator · the class teacher and he or she is personally responsible**

- 1.To apply for the whole semester · Each class can reserved for 3 hours per week only (in the same day) · The computer center can change or cancel the reservation if needed.
- 2.For apply to reserve the classroom for one single time you will need to make the reservation a week ago before the date you want to use.
- 3.There are several section that is not allowed to make any reservation :  
 The Second, third PC classroom is under maintenance on every Thursday afternoon.  
 The Firs PC classroom is under maintenance on every Friday afternoon.
- 4.The library PC classroom is reserved for training course on Thursday morning and under maintenance on every Friday afternoon
- 5.For application you will need to get the signature from the class teacher or your Major Professor.
- 6.If you are applying for an activity of a club (must be compulsory and do not charge any fees), please attach an activity guide or implementation rules.
- 7.Opening hours in the semester: Monday to Friday, from 8:10 to 21:00.
- 8.Apply for nighttime teaching reservations, please make sure you have closed and locked all doors and windows. If any damage is coursed by mistake or miss you will be charged for the Indemnity.
9. If you want to install any software that isn't installed in the computer of computer classroom, you need to make an application, before the semester started three weeks ago. After that the computer center will not accepted any apply for software installing.

Descript  
ion

Teacher  
signature

PIC

Receipt date

\_\_\_m \_\_\_ d \_\_\_\_ yyyy