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 bed use for any other purpose, and shall provide to other third party. When handling personal information, shall follow the Privacy Policy and Security controls of NCHU.

| National Chung –Hsing University Computer and information network center | | Facility/ equipment reservation application form | | | | | |
|---|---|--|-----------------------------------|--|--|--|--|
| Class name Or Depart ment /Section | | Teacher Name | | | | | |
| Course Name | ☐Compulsory ☐Elective Course Code: | Teacher's Phone | Extension phone : Mobile Phone : | | | | |
| Contact person | Name: phone: | Teacher email | | | | | |
| purpose | ☐Teaching ☐Education Training ☐Lecture ☐other: | | | | | | |
| reservat ion time | Retention of the whole semester: every week since time:to: Single reservation:m d yyyy since time:to:m d yyyy since time:to: | | | | | | |
| tion oito | ☐Zhiping Hall (Single reservation only) ☐Computer classrooms · Estimated number of studentsperson | Software demand | ☐No need Software ☐Need Software: | | | | |
| | Please fill in accordance with the computer classroom preference order 1 ~ 4 First PC classroom (50 seats) Second PC classroom (70 seats) Third PC classroom (56 seats) | | | | | | |

| ※Y | | | | | | | | |
|---|--|--------------|---|-----|--------|--|--|--|
| is a | a violator \cdot the class teacher and he or she is personally responsible | | | | | | | |
| 1.To sa 2.Fo w 3.To T T T T T 4.Fo ion P 5.If pl 6.00 7.A Ic cl 8.If no | 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 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.For application you will need to get the signature from the class teacher or your Major Professor. 5.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. 6.Opening hours in the semester: Monday to Friday, from 8:10 to 21:00. 7.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 I charged for the Indemnity. 8.If you want to install any software that isn't installed in the computer of computer classroom, you | | | | | | | |
| | center will not accepted any apply for software installing. | | | | | | | |
| Teacher | | | | | | | | |
| signature | | | | | | | | |
| PIC | | Receipt date | m | _ d | _ уууу | | | |