

# 國立中央大學-中大會館教職員及訪客短期住宿申請表

National Central University – NCU Guest House Short-Term Accommodation Application Form for Faculty, Staff, and Visitors

114.9.16修訂

申請單位 Unit of Application		借住人身份 Applicant's Identity	<input type="checkbox"/> 師長(Teachers) <input type="checkbox"/> 研究人員(Researchers) <input type="checkbox"/> 其他(Others)
申請人姓名(請核章) Applicant Stamp		申請人聯絡方式 Applicant's Contact Information	分機/手機 Ext./Mobile Phone: e-mail :
住宿日期 Accommodation Period	From _____ (YYYY/MM/DD) To _____ (YYYY/MM/DD)		

## 個人申請 Individual Application

訪客姓名 Visitor's Name		借住原因 Reason for Stay	<input type="checkbox"/> 研究實驗 Research / Experiment <input type="checkbox"/> 上課演講 Lecture /Speech <input type="checkbox"/> 其他 Others _____
護照號碼/身分證字號 Passport No. / National ID No.		訪客電子信箱 Visitor's E-mail	

## 團體申請(附名單) Group Application (please attach a list)

需要借用寢室間數 Number of Rooms Required	_____間	借住原因 Reasons of the Application	<input type="checkbox"/> 研究實驗 Research / Experiment <input type="checkbox"/> 上課演講 Lecture /Speech <input type="checkbox"/> 其他 Others : _____
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1. 住宿費：8000元/月，未滿15天，住宿費以7折計算。網路使用：200元/月。 **Accommodation Fee:** NT\$8,000 per month. For stays of fewer than 15 days: 30% off monthly rate. Internet: NT\$200 per month.
2. 若訪客搬離宿舍時違反本辦法第九條規定者，申請單位應依學生宿舍公物遺失及寢室(含公共空間)清潔不合格罰款一覽表支付相關費用。If a visitor violates the provisions of Article 9 of these regulations when moving out of the dormitory, the applicant shall pay the relevant fees according to the attached table of Fines List for Loss of Public Property and Disqualified Room Cleaning (Including Public Spaces).
3. 中大會館住宿與學生宿舍相同管理方式，無客房清潔服務。忘帶門禁卡或鑰匙，請洽北區傳達室(曦望居) NCU Guest House is managed the same way as student dormitories, with no housekeeping service. If you forget your access card or key, please contact the North Area Security Office (Hsi-Wang Service Desk).
4. 如有特殊情況，得專案上簽核准，經本組組長及學務長同意。  
Special Circumstances: Approval required from Division Head and Vice President for Student Affairs.

申請單位(邀請教授、單位主管)	住宿服務組	電算中心	學務長決行

\*僅適用於各系所邀請之國外訪客、師長或相關人員 (非本校學生)。

Applicable only to invited international visitors, professors, or related personnel (not NCU students).

\*個人資料僅供住宿相關使用，依個資保護制度管理。

Personal data will only be used for accommodation-related purposes, handled according to NCU Personal Data Protection regulations.

住宿服務組 Student Housing Service Division	出納組 Cashier Division	宿舍傳達室 Dormitory Service Desk
住宿期間 Date: _____ 計(Total) : _____ 個月(months) _____ 天(days) 住宿費：8000元/月，未滿15天，住宿費以7折計算 Accommodation Fee: NT\$8,000 / month. For stays less than 15 days, the fee will be charged at 30% off the monthly rate. 金額(Amount) : _____ ※分配寢室 Assigned Room:	出納組請開立收據、蓋收費章 收據編號： 流水號： _____ C0101-01 <div style="text-align: center; border: 1px dashed black; border-radius: 50%; width: 80px; height: 80px; margin: 0 auto;"></div>	<input type="checkbox"/> 繳費收據編號 Receipt Number : _____ <input type="checkbox"/> 發放寢室鑰匙 Room Key Distributed <input type="checkbox"/> 發放門禁卡 Access card <input type="checkbox"/> 確認寢具狀況 Bedding Condition Confirmed 管理員簽章/日期： Administrator's Signature / Date
住宿期間 Date: _____ 網路費用 Internet Fee : 200元* _____ 月* _____ 間= _____ 元	收據編號： 流水號： _____ C0401-06 <div style="text-align: center; border: 1px dashed black; border-radius: 50%; width: 80px; height: 80px; margin: 0 auto;"></div>	領取人簽名 Signature from the Receiver :

※以下為宿舍管理辦法重要規定，內容不變，對象改為訪客(訪客與會館1-4樓住宿同學規範一致)。(閱畢請打√) The following are important dormitory regulations. The content remains unchanged, but the rules apply to visitors (the same regulations as those for residents staying on the 1st-4th floors of the Guest House) (Please leave a √ mark after reading.)

- 不得在宿舍及寢室內炊爨、焚燒物品、烤肉、燃放煙火、私接電力線路及存放任何危害公共安全之物品。  
Cooking with fire, burning materials, having barbecues, setting off fireworks, stealing power with private electric wires, and storing materials that endanger public safety are forbidden in dormitories.
- 夜間十一時至上午七時，不得留宿他人。  
Accommodating guests in dormitories from 23:00 PM to 7:00 AM is forbidden.
- 不得於宿舍及寢室內有酗酒、賭博、毆鬥、吸菸、嚼食檳榔、打麻將、使用違禁藥品等行為，或其它妨害宿舍安全與安寧之任何情事，並不得以宿舍資源及設施進行營利行為。  
Drinking alcohol, gambling, fighting, smoking, eating betel nuts, playing mahjong, using illegal drugs, and all other behaviors that hinder the safety and peace of the dormitories are forbidden in the dormitories.
- 會客應於上午七時至夜間十一時，於交誼廳辦理會客。進入寢室需經學務處住宿服務組同意始准進入。  
Visiting hours are from 7:00 a.m. to 11:00 p.m., and visits should be held in the lounge. Entering the dormitory room requires approval from the Student Housing Service Division of the Office of Student Affairs.
- 寢室床位編定後，不得私自互調；住宿異動，須經學務處住宿服務組核准並於期限內完成搬遷。  
After rooms in dormitories have been assigned and distributed, transferring rooms privately without permission is not allowed. Changing and transferring rooms should gain permission from the Student Housing Service Division of the Office of Student Affairs.
- 不得在宿舍或寢室內停放機車、腳踏車或飼養動物。  
Parking motorcycles and bicycles and keeping pets in dormitories or in the rooms are forbidden.
- 宿舍及寢室內不得有妨害他人自修與睡眠之行為。  
Hindering other boarders' studying and sleeping in the dormitories and rooms is forbidden.
- 不得於宿舍內進行商業行為。  
Conducting business activities in the dormitories is forbidden.
- 借住人應維持宿舍環境整潔。  
Temporary residents must maintain the dormitory environment in a clean and orderly condition.
- 不得擅自變更宿舍原有設施及器材，如有損壞或遺失，應照價賠償。  
Altering the original facilities and equipment in the dormitories is forbidden. Anyone who breaks or loses the original facilities and equipment must pay for the damage or loss according to their prices.
- 不得私自佔用宿舍公用物品及設施。  
Appropriating public property and facilities in dormitories is forbidden.
- 借住人對所借住房間設備及物品需負保管責任，如有損壞，需照價賠償，申請單位需負連帶保證責任。  
The temporary resident is responsible for the proper care of the equipment and items in the borrowed room. Any damage shall be compensated at and the applying unit shall bear joint and several liability as guarantor.

借住人 Temporary Resident : \_\_\_\_\_ (簽名 Signature) 申請單位 Unit of Application : \_\_\_\_\_ (請核章 Stamp)

#### ※申請與進退宿流程 Check-in & Check-out Procedure

##### 申請流程 Application Process

- (1) 請申請單位提前2星期申請床位，床位由住宿服務組安排。The applying unit must submit the bed application at least two weeks in advance. Bed assignments will be arranged by the Student Housing Service Division.
- (2) 本表奉核後，請持本表至出納組繳費，繳費後須至住宿服務組驗證，最遲須於進住前3天完成繳費驗證手續。Once this application form is approved, please bring it to the Cashier Division for payment. After payment, proceed to the Student Housing Service Division for verification. The payment and verification process must be completed at least three days before check-in.
- (3) 借住人請確認「學生宿舍管理辦法」等相關規範，確認了解各項規定後確認並簽名。Temporary residents must carefully review the Student Dormitory Management Regulations and confirm understanding of the rules by signing the form.

##### 進住流程 Check-in process

- (1) 借住人(或申請單位)持申請表至傳達室領取鑰匙、門禁卡。Temporary residents (or Unit of Application) should bring the application form to the Dormitory Communication Desk to collect the key and access card.
- (2) 入住後請立即確認寢室各項設備完善，若有任何缺損請即刻通知宿舍管理員。After check-in, immediately check all room facilities. Report any damage to the dorm manager.
- (3) 網路使用係指提供房間網路孔及1組IP使用，如遇網路狀況請洽曦望居值班管理員。Internet access refers to the provision of a network port and one IP address per room. If you encounter any network issues, please contact the dormitory duty staff at Hsi-Wang Service Desk.

##### 退宿流程 Check-out process

- (1) 退宿當天請持退宿申請表至傳達室辦理退宿手續，須由管理員檢查寢室清潔及設備，並歸還鑰匙及門禁卡。On the check-out date, please bring the check-out form to the Dormitory Communication Desk. The dorm manager will check the cleanliness and facilities, and the key and access card must be returned.
- (2) 退宿手續未完成者，依「國立中央大學學生宿舍管理辦法」第十五條辦理之(由申請單位依修繕及清潔等成本費用一覽表支付相關費用)。  
If the check-out procedure is not completed, Article 15 of the 'NCU Student Dormitory Regulations' applies, and the application unit will be charged repair and cleaning fees.