

National Taipei University of Business
The Application Form For The Use of Normal Classroom

Classroom Name (Please check and fill out the classroom number)	☐ The classroom of Cheng-Xi Building_____ ☐ The classroom of Wu-Yu Building_____ ☐ The classroom of Liu-Yi Building_____	The number of participants	
Name and description of the course (events)			
The period of use	From : _____(yyyy/mm/dd/hh) To : _____(yyyy/mm/dd/hh)		
Please check the processing method : ☐ 1. Affairs organized by on-campus units. ☐ 2. Activities organized by and for student clubs or departmental student associations on campus. ☐ 3. On-campus units, student clubs and departmental student associations co-organize activities with off-campus units without charging fees to participants. ☐ 4. On-campus units, student clubs and departmental student associations co-organize activities with off-campus units, charging fees to participants. ☐ 5. On-campus units using the venues for processing project affairs. ☐ 6. Off-Campus units usage.			
Off-Campus Unit(Organization or Individual) Name : _____ Tax ID Number : _____ Address : _____			
By means of applying for the use of the above-mentioned activity venue and equipment, I am willing to comply with the regulations and management guidelines for venue usage, fees, and management provided by National Taipei University of Business. In the event of any violation, I agree to accept the penalty of suspension of use at any time. I also agree to take responsibility for any financial damage resulting from improper use. I have no objections and kindly request approval.			
Application Unit	Applicant	Phone Number	Director
	Please fill out your student number if you are a student.	Please fill out your telephone number if you are a student.	The director of the student club is Office of Student Affairs.
Date : _____(yyyy/mm/dd)			
Note	1. After approval for venue usage, the relevant fees should be paid <u>within three days</u> after the approval to the cashier division or remitted to the University's account at the Bank of Taiwan, Chengchung Branch. Account Name : 國立臺北商業大學 401 專戶 Account Number : 045036070011 2. When using each venue, the user should abide by the regulations to not use products that endanger national information security (mainland brand products). 3.If the equipment of the venue is defective or damaged before use, the user unit should be informed of the situation immediately. If the user unit continues to use the equipment due to negligence in informing the user of the situation until damage occurs or expands, the user unit is responsible for covering the cost of repair. 4.Please make sure to restore and clean the venue after use. 5.Please fill out this application form accurately and do not apply for on behalf of an off-campus unit; you will be held fully responsible for any inaccuracies. 6.For those who violate the usage regulations of the school's venue management unit or cancel the use without notifying the school, the school may forbid the unit from using the venue based on the seriousness of the case.		
The following is fill out by the Facility Services Division			
Fee amount	Charging in accordance with article 5, paragraph 2, subsection __ of the Venue Usage, Charging and Management Standards of National Taipei University of Business. Fee amount : NT\$_____		
Classroom management unit	Facility Services Division	Cashier Division	Dean of the Office of General Affairs
	General Services Division	Office of Accounting and Statistics	Principal or His (Her) Authorizer