Facility Application Form for NCYU Computer Center

Date of Application：＿＿＿/＿＿＿/＿＿＿

Name of Organization or Students' Club		Signed by Department/ Extracurricular Activities Division	
Applicant			
TEL			
Facility to Be Reserved	☐Lantan Campus ☐Minghsiung Campus ☐Sinmin Campus	Description of Event	
	No. of Computer Classroom:		
	No. of Discussion Room:		
	No. of Meeting Room:		
Date of Use	/ / (yyyy/mm/dd)		
Time of Use	From : (AM/PM) Until : (AM/PM)		
No. of Users			
Facility Management		Chief of Consulting and Service Division		Director of Computer Center	

Note:
1. Regular teaching has the highest priority to use all facilities of the Computer Center. Additionally, please submit the applications after the course add/drop period.
2. In principle, all facilities are available during office hours only.
3. After the event, the users of the facilities should ensure that all facilities are not damaged and the environments are kept neat and tidy.
4. Please fill out and submit the application form three days before the date of use.
5. No posters, drink, and food allowed in any of the facilities.
6. All applications outside the school will be charged according to "Rules for renting and borrowing facilities in NCYU".
7. The use of network in the pc rooms will be authorized. If the users have no id and psw, please apply them in advance.