

Tamkang University Tamsui Campus Classroom Reservation Application Form

1.借用時間 Reservation: 年 Year 月 Month 日 Day (星期 Day of the Week) 第 節—第 節 Period (時 10 分 ~ 時 00 分; From ____:10 to ____:00)		
2.借用原因 Purpose of Reservation:		
3. 借用人 Applicant:	4.借用單位 Borrowing Unit:	5.核准使用教室 Approved Classroom:
系年班 Department/Year/Class:	系所請蓋系所章 Departments: Please affix the department stamp	
連絡電話 Contact Number:	社團請課外組蓋章 Clubs: Please have the Extracurricular Activities Section affix the stamp	
使用人數 No. of user:		

A 聯 Copy A: 註冊課務發展中心—課務業務(A209)存查 Office of Academic Affairs – Curriculum Division (A209) for record-keeping

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B 聯 Copy B: 送事務整備組 Submitted to the General Affairs Preparatory Section

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C 聯 Copy C: 如借用語練教室請加送遠距教學發展組 If reserving a language lab, please also submit to the Distance Learning Development Section.

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D 聯 Copy D: 借用單位存查 Retained by the Borrowing Unit for Record-Keeping

17:00~21:15 如有需事務整備組提供服務事項，可洽請各樓館夜間值班工友協助，服務台已放置工友連絡電話公告牌；緊急事件請通知本處勤務中心（分機 2119、2110）。For services required from the General Affairs Preparatory Section between 17:00 and 21:15, please contact the night-duty janitor of each building. The contact information for janitors is posted at the service desks. In case of emergencies, please notify the Duty Center of this office (Extension 2119, 2110).

依個人資料保護法規定，本表單各項資料係僅作為業務處理需用，絕不轉做其他用途，將於資料處理完畢且保留至期限後，逕行銷毀。 In accordance with the Personal Data Protection Act, all information provided on this form is solely for administrative purposes and will not be used for any other purpose. The data will be securely destroyed after processing and upon the expiration of the retention period.

表單編號 Form No. : ATRX-Q03-001-FM206-06