

**National Chi Nan University Entrepreneur Incubator
Conference Room Borrowing Application Form – Off-campus Unit**

110.06.21

Applicant unit		contact person	
Date of Application	year month day	Contact number	
		Contact email	
Date of use (The form is not enough Please add it yourself)	year month day	usage time (Including arrangement time)	
	year month day		
	year month day		
The number of participant			
Borrow venue	<input type="checkbox"/> R104 (25 people)	Whether to charge venue usage fee <input type="checkbox"/> Yes <input type="checkbox"/> No	*Charge description:
	<input type="checkbox"/> R105 (25 people)		
	<input type="checkbox"/> R106 (40 people)		
	<input type="checkbox"/> R107 (55 people)		
	<input type="checkbox"/> R108 (40 people)		
	<input type="checkbox"/> Others _____		
Reason			Plan and related attachments <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant	Unit supervisor's seal	Review unit	The person in charge or authorized signer
Rental instructions	<p>1. Off-campus applicants should fill in the application form one week before use, send the application form to the Entrepreneur Incubator office by fax or email, and confirm with the staff. (Please refer to the remarks for the center's fax number, email address and center staff contact information)</p> <p>2. After receiving the scanned file of the application form sent by the center, please complete the remittance according to the charging instructions within 3 days and provide proof of remittance.</p> <p>3. After the payment is completed, the center will send the payment receipt and payment application form to the applicant.</p>		
Precautions	<p>1. No food is allowed in the conference room.</p> <p>2. If the borrowing time is less than 4 hours, the fee will be calculated as 1 period.</p> <p>3. If the rental is canceled for any reason and the cancellation application is completed 3 days before use, a full refund will be provided.</p>		

	<p>4. If you complete the cancellation application process 1 day before use, half the amount will be refunded.</p> <p>5. No refund will be given if the cancellation procedure is not completed.</p>	
<p>Preferential measures</p>	<p>1. Settled manufacturers of NCNU Entrepreneur Incubator have 30% discount on the borrowing price.</p>	
<p>Manager</p>	<p>Payment status</p>	<p>Remark</p>
		<p>* If there is a cross-page situation, please print on both sides.</p> <p>NCNU Entrepreneur Incubator Fax and Email:</p> <p>Email: incubator2840@gmail.com</p> <p>Fax number: 049-2910934</p> <p>Contact number: 049-2910960</p> <p>#2840, #2842</p>