

**National Chi Nan University Entrepreneur Incubator
Conference Room Borrowing Application Form – 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 participants			
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 _____		
Instructions for use	Plan and related attachments <input type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No		
Applicant	Unit supervisor's seal	Review unit	The person in charge or Authorized signer
Rental instructions	<p>1. On-campus applicants should fill in the rental application form 5 days before use, and submit the relevant documents to the Entrepreneur Incubator Office (Room 116, 1st Floor, School of Management).</p> <p>2. After receiving the scanned file of the application form sent by the center, please go to the Cashier Section of the General Affairs Office of the school to pay the fee according to the fee instructions. (After the payment is completed, please notify the center and give a copy of the payment receipt to the center)</p> <p>3. A cleaning fee of NT\$ 600 is required for each period of borrowing. If the borrowing time is less than 4 hours, the fee will be calculated as one period.</p>		

Precautions	<p>1. No food is allowed in the conference room.</p> <p>2.If the borrowing is canceled for any reason, if the cancellation application is completed 3 days before use, the full refund will be provided.</p> <p>3.If you complete the cancellation application process from 2 days before use to 1 day before use, half the amount will be refunded.</p> <p>4.There will be no refund for those who have not completed the cancellation procedures. °</p>	
Preferential measures	1.Our school units can borrow the items at a 30% discount on the borrowing price.	
Manager	Payment status	Remark
		<p>* If there is a cross-page situation, please print on both sides.</p> <p>Contact number: #2840, #2842</p> <p>Email: incubator2840@gmail.com</p>