

**National Chi Nan University Headquarters Entrepreneur Incubator
R109 Borrowing Application Form**

Made on 110.06.21

Applicant unit		Applicant	
		Contact number	
Date of Application	Year month day	Person in charge	
		Contact number/extension	
Date of use	Year month day	usage time (Including layout and venue return time)	from am/pm
The number of participants			to am/pm
Other borrowed items	The venue is equipped with folding tables and chairs, microphone amplification equipment, projection screen TV*2, air conditioners, etc.		
	Charge items: <input type="checkbox"/> Digital Signage (NT\$1,000) <input type="checkbox"/> signboard (NT\$100) <input type="checkbox"/> tablecloth (NT\$50) <input type="checkbox"/> desk card (NT\$10) <input type="checkbox"/> Presentation pen (50 NT\$) <input type="checkbox"/> Computer (NT\$1,000) <input type="checkbox"/> Video recorder (NT\$1,000 NT\$) <input type="checkbox"/> Whiteboard (NT\$200) <input type="checkbox"/> Others ,	Charge description :	
Reason (Please attach agenda or poster)			
Fee payment (to be filled in by the incubation center)	<input type="checkbox"/> Free of charge <input type="checkbox"/> Paid fee of _____ NT\$, receipt number: _____ <input type="checkbox"/> Overtime pay for management personnel, totaling _____ NT\$ <input type="checkbox"/> The borrowing timeout is _____ hours, totaling _____ NT\$ (If the borrowing time exceeds, an additional fee will be charged every hour based on the proportion of the fee payable for each period)		
	illustrate:		
Applicant	Applicant unit Supervisor	Reviewer	The director of Entrepreneur Incubator or the authorized signer
Rental instructions	1. The borrowing unit should submit an application to the center 5 days before the use date (fill in the use application form and require the seal of the unit supervisor), and confirm with the center staff. 2. After receiving the scanned file of the application form sent by the center, please follow the fee payment instructions to the Cashier Section of the General Affairs Office of the school to pay. (After the payment is completed, please notify the center and give a copy of the payment receipt to the center) 3. If the borrowing time is less than 4 hours, the fee will be calculated as one period.		
Precautions	1. If the borrowing is canceled for any reason and the cancellation application is completed 3 days before use, a full refund will be provided. 2. If you complete the cancellation application process from 2 days before use to 1		

	day before use, half the amount will be refunded. 3. There will be no refund for those who have not completed the cancellation procedure.	
Manager	Payment status	Remark
		If there is a cross-page situation, please print on both sides.