

Kaohsiung Medical University Venue Application Form

高雄醫學大學 場地借用申請單

(THIS APPLICATION MUST BE FULLY COMPLETED.)

This application does not guarantee your reservation. We will notify you of your proved reservation. Please allow up to two weeks for your apply to be processed. Thank you.

請完成以下表格內容，此表格填寫不代表預借成功，我們將會通知您預約情形，您的場地借用會須一兩周的處理時間，請耐心等待。請務必填寫完以下資訊，感謝。

Contact person (聯絡窗口)			
This form can only be completed by the person who will be responsible.			
Name(借用人)			
Direct(借用單位)			
Student/ Staff ID NO.(學號/職號)			
Phone/Extension(連絡電話)			
E-mail(電子郵件)			
Application Information(借用資訊)			
Please confirm all the information is correct.			
Event content (用途說明)			
Application Venue (申請場地)		<input type="checkbox"/> Multi-purpose Sports Arena (綜合球場暨集會場)	
		<input type="checkbox"/> Tennis Court (網球場)	<input type="checkbox"/> Audit(演藝廳)
		<input type="checkbox"/> Sports Field(運動場)	<input type="checkbox"/> Gaud(大講堂)
		<input type="checkbox"/> Table Tennis Room(桌球室)	<input type="checkbox"/> VC(視聽中心)
Time & Date (借用時間)	Since	(D)/ (M)/ (Y)/ (Time)	
	to	(D)/ (M)/ (Y)/ (Time)	
Example (舉例)	Since Fri, 02(D)/ 10(M)/ 2020(Y)/ (Time)17:00 to Fri, 02(D)/10(M)/2020(Y)/(Time)20:00 借用日期：2020 年 10 月 2 日星期五，時間 17:00-20:00		
Director(單位主管)		Office of Student Affairs (學務處)	
Office of General Affairs(總務處)			
General Service Division (事務組)		Construction and Maintenance Division (營繕組)	
Director (總務長)			