高雄醫學大學 場地借用申請單

Kaohsiung Medical University Venue Application Form

(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，請耐心等候。請務必填寫完以下資訊，感謝。

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| **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) | □Multi-purpose Sports Arena (綜合球場暨集會場) |
| □Tennis Court (網球場) | □ Audit(演藝廳) |
| □Sports Field(運動場) | □Graud(大講堂) |
| □Table Tennis Room(桌球室) | □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)17:00to 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) |
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