

**National Chung Hsing University Chung Hsing Startup Base  
Venue Booking Form**

Applying Unit		Venue Name	
Description of Purpose			
Starting and Ending Time	From _____ through _____	Name of Contact Person	
	Totaling ___ day(s) ___ hour(s)	Mobile Phone	
		E-mail	
Total Cost	NT\$_____		* Overtime charge will be calculated separately
Borrowing Unit Review	Arranger	Advisor (Instructor)	Unit Director (College / Center / Department / Institute)
Custodian Review	Arranger	Unit Director	

Application Date:

**Borrowing Procedures and Rules:**

1. Those who intend to use the venue should fill in the venue booking application form on the Chung Hsing Startup Base website two weeks before the event, and submit the venue booking application form and relevant documents of the activity (such as the event plan, website, poster.) to the Division of Creativity and Entrepreneurship Business of the General Center for Academia-Industry Collaboration (hereinafter referred to as the “Division”) for review.
2. The Division shall issue a demand note for payment of venue costs after the approval. The applicant should pay the fee to the cashier within three days. The payment certificate shall be returned to the Division after payment, thereby completing the borrowing procedure; otherwise, the booking shall be cancelled.
3. The Division has the preferential right of the use, followed by the settle-in teams, and finally the external unit. When two units in the same order borrow at the same time, the applicant of earlier application shall be given priority.
4. If the borrowing unit cannot use the venue as scheduled, the applicant should notify the Division two days before the date of use, and discuss other time to use.

5. Except for the force majeure factors such as natural disasters, the applicants who cancel the venue rental shall inform the Division two days before the use of the venue, and the deposit will be refunded in half, and the venue fee will be refunded without interest.
6. If the applicant cancels the venue borrowing suddenly without notice in advance, the deposit will be forfeited and the venue fee will not be refunded.

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