

# Application Form for Computer Classroom Reservation

## Computer and Communication Center (CCC), Nanda Campus, National Tsing Hua University (NTHU)

※Read the Notice before completing the form. If you have any doubts or questions, feel free to contact us (Ms. Lu at ext. 76411). Thank you for your cooperation.

Application Unit		Applicant	Name: Tel: Email:
Application Unit Director Seal	(Specify the date)	Required Software	Software: Version:
Purpose (Compliance)	<input type="checkbox"/> Class of educational affairs section Class name: _____, Teacher: _____ <input type="checkbox"/> School affairs Activity name: _____, Responsible person: _____ <input type="checkbox"/> Student club borrowing Activity name: _____, Responsible person: _____ <input type="checkbox"/> Charged course or camp organized by school club or department, Responsible person: _____ <input type="checkbox"/> Others _____ <input type="checkbox"/> Non-school organization (Activity name: _____, Responsible person: _____ (The fee is NTD 2000/hour. The half- and whole-day discounts are NTD 6000 and NTD 10000.)		
Computer Classroom	<input type="checkbox"/> 9308 (Classroom I) <input type="checkbox"/> 9307 (Classroom II) <input type="checkbox"/> 9306 (Classroom III) <input type="checkbox"/> 9305 (Classroom IV) <input type="checkbox"/> 9304 (Classroom V)		
Applied Period	<input type="checkbox"/> Limited ____year__month__day - ____year__month__day <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat (Until 12:00 only)		
Applied Time (Check class or time)	Class: _____ - _____ (Only class 1 – 10) <input type="checkbox"/> 08:00-09:00 <input type="checkbox"/> 09:00-10:00 <input type="checkbox"/> 10:00-11:00 <input type="checkbox"/> 11:00-12:00 <input type="checkbox"/> 12:00-13:00 <input type="checkbox"/> 13:00-14:00 <input type="checkbox"/> 14:00-15:00 <input type="checkbox"/> 15:00-16:00 <input type="checkbox"/> 16:00-17:00 <input type="checkbox"/> 17:00-18:00 <input type="checkbox"/> 18:00-19:00 <input type="checkbox"/> 19:00-20:00		
Review by the School System and Networking Section of Nanda Campus	<input type="checkbox"/> Agree <input type="checkbox"/> No charge <input type="checkbox"/> Charge: <input type="checkbox"/> Disagree. Reason: _____ Responsible person: _____ Unit director: _____		

※Notice

1. The application form must be stamped with the director's seal by the application unit and included with supporting data (not required for semester courses) for the purpose of your application:
  - (1) For club activities, the Application Form for Club Activities should be included.  
The form can be printed from the Student Affairs system and should be reviewed and agreed to by the Extra-curriculum Activities section.
  - (2) For commissioned/subsidized plans, the plan document(s) should be included. It will be returned after review.
2. The computer classrooms have installed NTHU-licensed software, which is posted on our page. Please make sure that the software and hardware satisfy your requirements.
3. If the application is to use the computer classroom for the whole semester, the application should be **submitted two weeks prior to the beginning of the semester**. If software installation is required, this should be included in the application for review.
4. If the application is to use the computer classroom for a limited time, the application should be submitted one week before the time of use. If any software is required, you should install it yourself.
5. Everyone shall respect intellectual property rights and may not install any software without a license.
6. If the applied for period (computer classroom) is not available, other periods (computer classrooms) should be applied for instead. For matters concerning class rescheduling, the application unit should handle the coordination by themselves. Once an agreement is reached, the Curriculum section and the CCC should be informed of such changes in order to adjust the class schedule.
7. Any necessary fees will be charged and processed according to the "Regulations of Computer Classroom Borrowing" of the CCC.
8. Applications will be posted at the CCC page once they are approved. Applicants should check the information by themselves. To cancel any application, a notification must be provided.
9. Equipment should be reverted to its original status and placed back to its original position after use. If any error occurs, inform the staff on duty for assistance.
10. Please conserve energy and cherish resources. If the AC temperature setting needs to be changed, inform the staff on duty for assistance.

☐ I acknowledge and agree to NTHU regulations and the Notice.

**Applicant:** \_\_\_\_\_

**Date of application:** \_\_\_\_\_