

**國立清華大學南大校區第二學生活動中心學生餐廳前廣場
使用及管理規範**

**National Tsing Hua University Directions for Use and Management of the
Square Fronting the Second Student Cafeteria at Nanda Campus
中英法規對照表(20200813)**

中文	英文
一、依「國立清華大學課外活動組列管場地管理要點」第四點規定，為有效使用與管理南大校區第二學生活動中心學生餐廳前廣場（以下簡稱本廣場），特訂本規範。	Article 1 These directions are implemented in accordance with Article 4 of the Guidelines for Management of Venues Controlled by the National Tsing Hua University Division of Student Activities to ensure effective use and management of the square fronting the Second Student Cafeteria at Nanda Campus ("the Square").
二、本廣場不對外開放，僅提供校內教職員生使用。	Article 2 The Square is not open for use by outsiders, but is provided only for use by the faculty, staff, and student of National Tsing Hua University (NTHU).
三、本廣場為收費場地，收費標準依照「國立清華大學活動場地使用收費一覽表」辦理。	Article 3 The Square is a venue for hire. Fees for this venue are listed in the National Tsing Hua University Fee Schedule for Venues Managed by the Division of Student Activities.
四、本廣場借用時段分為上午（8時至12時）、下午（13時30分至17時30分）、晚上（18時至21時）等三個時段，本廣場因鄰近宿舍，故於期中、末考前後一週不受理申請借用。	Article 4 There are three time periods during which the Lecture Hall can be reserved, which are during the morning, from 08:00 to 12:00; the afternoon, from 13:30 to 17:30; and the evening, from 18:00 to 21:00. Since the Square is close to dormitories, applications for its use one week before and one week after midterms and final exams will not be accepted.
五、借用單位於借用日期14日前（含假日，但不含申請日）填具「場地借用單」（如為社團則為線上辦理活動申請及場地借用）向課外組提出申請。	Article 5 The person or group wishing to use the Square must fill out and submit the Venue Reservation Form to the Division of Student Activities (DSA) 14 days prior to the intended date of use (including holidays but not including the date of application). Student clubs should do so by making an online application for the activity and venue reservation.

<p>六、使用本場地如有用火(含瓦斯、木炭等)，須於提出場地借用申請時一併填具「國立清華大學南大校區第二學生活動中心學生餐廳廣場用火管制申請表」。為維護校園公共安全，禁止借用單位私自接電源及使用燃燒性光源，並於場地使用時注意用火安全，須使用安全爐具，並應自備下列物品</p> <p>(一)滅火器 (二)水管(至少 4 公尺長)及 (三)水桶。</p>	<p>Article 6 If fire is to be used when using the Square (including uses such as gas stoves or charcoal), then a Fire Control Application Form for the Square Fronting the Second Student Cafeteria at the National Tsing Hua University Nanda Campus must be submitted when applying to use the venue. To maintain public safety on the campus, any use by the person or group reserving the Square of a privately operated source of electrical power and any use flammable light sources is prohibited, and attention must be given to fire safety when fire is used in the Square. Safe fire-burning stoves must be used, and the person or group must prepare the following items by themselves:</p> <ol style="list-style-type: none"> 1. Fire extinguisher, 2. Hose (at least 4 meters long) 3. Bucket.
<p>七、申請借用負責人應負場地及所有物品之安全、整潔、損害賠償及恢復原狀之責任，延遲活動結束時間、未將場地清理恢復原狀或損壞場地設備者，<u>課外組</u>得要求賠償場地設備之修復、清潔費用且施以愛校服務，情節嚴重者得禁止借用<u>課外組</u>列管場地一年。</p>	<p>Article 7 The person responsible for making the reservation must be responsible for the security, cleanliness, and order of the venue, as well as compensation for any damage and restoration of the Square to its original condition. If the end of the event is delayed past the scheduled time, the venue is not restored to its original condition, or the equipment at the venue is damaged, the DSA may require compensation for the restoration of damaged equipment or cleaning fees, and may impose a period of school service work. In the case of a serious violation, the person or group responsible will be prohibited from reserving any venue managed by the DSA for one year.</p>
<p>八、申請借用一經核定，不得私自轉讓或變更活動內容；活動內容或時間如欲變更，應另案提出申請，不得逕自調換。凡經發現不符，<u>課外組</u>得立即停止借用單位之場地使用權，並禁止其申請借</p>	<p>Article 8 Once the application has been approved, the applicant may not make any private, unauthorized transfer of the venue or any alteration to the proposed activity. A separate application must be submitted in order</p>

<p>用<u>課外組列管場地</u>一年。</p>	<p>to make any change in the proposed activity or time, and no unauthorized change is allowed. In the event any violation of these terms is discovered, the DSA may immediately suspend the applicant's right to use the venue, and in addition may prohibit any further application to use any venue managed by the DSA for a period of one year.</p>
<p>九、本規範經<u>課外組會議通過</u>，學務長核定後<u>實施</u>，<u>修訂時亦同</u>。</p>	<p>Article 9 These Directions, and any amendments to them, will be implemented after their passage by a meeting of the DSA and approval by the Vice President for Student Affairs.</p>