

# NTU Computer and Information Networking Center Classroom Rental Application Form

Date of application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (yyyy/mm/dd)

Applicant unit: \_\_\_\_\_

Venue and rental item(s):  110 PC Classroom  116 PC Classroom  212 PC Classroom  
 206 PC Classroom  106 Distance Learning Classroom (  
 videoconferencing)  208 Distance Learning Classroom (  
 videoconferencing)

Rental period (date, day, and time): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (yyyy/mm/dd)

[day of the week: \_\_\_\_\_] \_\_\_\_ : \_\_\_\_ : \_\_\_\_ AM/PM to \_\_\_\_ : \_\_\_\_ : \_\_\_\_ AM/PM

Purpose: \_\_\_\_\_

Remote participant unit: \_\_\_\_\_

Videoconferencing software and version number: \_\_\_\_\_

Course instructor/teaching assistant: \_\_\_\_\_ TEL: \_\_\_\_\_ Email: \_\_\_\_\_

Contact of renting party: \_\_\_\_\_ TEL: \_\_\_\_\_ Email: \_\_\_\_\_

Approved by the applicant unit and the unit head (apply seal): \_\_\_\_\_

----Fields below are reserved for processing by the Computer and Information Networking Center ----

Processing clerk at the E-Learning Division: \_\_\_\_\_ TEL: 3366-5047

Recommendation of E-Learning Division Director: \_\_\_\_\_

Processing clerk at the Information Management Division: \_\_\_\_\_ TEL: 3366-5059

Fee calculation: \_\_\_\_\_

Recommendation of Information Management Division Director:  
 \_\_\_\_\_

Recommendation of Center Director: \_\_\_\_\_

Related regulations:

1. All matters shall be subject to the Center's *Regulations Governing the Use and Management of Computing Equipment and Resources*.
2. Applications shall be submitted together with a **course schedule or other supporting documents** at least five business days in advance of the scheduled rental date based on the actual time that the application is received by the Center.
3. Payments shall be made at the Center's Office (Rm. 109) at least three business days prior to the scheduled rental date.
4. The Center may reject a rental application due to a failure to complete the application procedures by the stipulated deadline.
5. A teaching assistant shall be assigned to the rented classroom **throughout the rental period to respond to any circumstances that may arise**. The assistant shall notify the Center of **any special needs** during the session and shall **restore the classroom environment afterwards**.
6. **For any upcoming video conference, the renting unit shall appoint personnel to the rented venue to test the network connection at least three days prior to the scheduled rental date. The Center reserves the right to reject an application in the event that its personnel are unable to conduct testing due to a scheduling conflict.**
7. **For additional needs such as the appointment of assistants, cleaning, or venue decoration, please obtain the Center's approval and pay any necessary fees in advance.**
8. The Center may immediately terminate a rental if any of the following behavior is found: any violation of the Center's regulations, eating or drinking in the classroom, damage to the environment or equipment, use of the venue for a purpose other than that indicated on the application, transfer of the rental to a third party that is not the applicant unit, or **failure to appear at the venue on the rental date**. Violators shall be barred from applying in the future.