

國立中山大學機械與機電工程系會議室與特設教室暨器材設備借用辦法

Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University
Guidelines for Borrowing/Using the Conference Rooms and Special Classrooms with Devices and Equipment

97.09.30 97 學年度第一次教學委員會通過

Approved at the 1st Department Academic Affairs committee in 2008 academic year on 2008.09.30

97.10.22 97 學年度第二次系務會議修正通過

Amended and approved at the 2nd Department Council in 2008 academic year on 2008.10.22

一、為了節能減碳並且有效率使用機電系所有空間與器材設備，特訂本辦法。

1. These Guidelines are established to help conserve energy and reduce carbon emission, as well as to ensure efficient use of all space and equipment of the Department of Mechanical and Electro-Mechanical Engineering.

二、機電系會議室:大型(工 2021A)，中型(工 2021B)，小型(工 2021C)。特設教室:階梯(東 3021)，大型(東 4055A)，中型(東 4055B)。器材設備:相機、筆記型電腦、投影布幕、單槍投影機與透明片投影機。

2. The Department's conference rooms: Large (Gong 2021A), medium (Gong 2021B), small (2021C). Special classrooms: Stairs (Dong 3021), large (Dong 4055A), medium (Dong 4055B). Devices and equipment: Camera, notebook computer, projector screen, single-beam projector, and overhead projector.

三、會議室限會議使用，其借用優先順序為(1)重要會議(例如系所相關事務)，(2)一般會議，(3)專題研討。欲借用時，除上述重要會議外，請於使用日之前一週登記，且不得長期登記。發生重覆登記時，依借用優先順序決定。此外，有特殊理由欲提前或臨時借用時，須徵詢系主任同意，方得借用。

3. Conference rooms are to be used only for meeting purpose. Usage priorities are (1) important meetings (e.g., for Department-related affairs), (2) general meetings, (3) discussion on special topics. Apart from the "important meetings" stated above, users have to register one week before the date of use, and no long-term registration should be made. When there are overlapped registration requests, decision will be made based on the usage priorities. In addition, users who have a special reason to move up their booking or make impromptu use must seek permission from the Department head before using the facilities.

四、特設教室之全學期借用時，除了夜間、例假日之上課以外，須於學期排課前提出借用理由，並經教學委員同意。此外，特設教室之借用參照第三條會議室借用辦法。

4. For using special classrooms throughout the whole semester, except for night-time or holiday classes, the reason for use must be submitted and the teaching committee's consent must be obtained before the semester's class scheduling. Besides, guidelines for borrowing/using special classrooms are the same as the guidelines for borrowing/using conference rooms prescribed in Point 3 above.

五、借用鑰匙或器材設備時，於使用當天向系辦助教書面登記並抵押證件，於借用後，無特別原因須於使用當天行政人員下班前歸還。

5. When borrowing keys or devices, users have to register with the teaching assistant at the Department office in writing on the day of use and leave an identification document as security. Borrowed items shall be returned on the same day before the administrative staff go off duty unless for a special reason.

六、使用特設教室或會議室時，請保持環境清潔並禁止吸煙，使用後請回復桌椅原狀，並關閉燈光、冷氣等電源及鎖定門窗，以資安全。

6. Please keep the rooms clean and tidy when using the special classrooms or conference rooms, and smoking is prohibited. Restore the rooms (desks and chairs) to the original state after use, and switch off the lights, air conditioners, and lock the doors and windows for security.

七、器材設備之使用，悉依操作手冊，並維護清潔與配件之完整。

7. Devices and equipment shall be used according to the instruction manual and kept clean. All parts and accessories shall be kept intact.

八、晚間課程若需使用特設教室，須提前在於使用當天行政人員下班前借用，並於隔天歸還。

8. When using a special classroom for night-time class, registration must be made on the day of use before the administrative staff go off duty, and the room shall be returned the next day.

九、貴重設備如欲隔夜使用，須填寫「貴重器材借用隔夜借條」。

9. For borrowing/using valuable devices overnight, the "Loan Form for Overnight Use of Valuable Devices" must be completed.

十、本辦法經教學委員會討論通過，送請系務會議備查後實施，修正時亦同。

10. These Guidelines are put into effect after discussion and approval at the Teaching Committee and forwarding to the Department Affairs Council for reference; the same applies to any amendments thereof.