

# Tzu Chi University of Science and Technology – Sports Venue Application Form

Application time:      Year      Month      Day

Name of department applying					
Period of use	Year/Month/Day		Until	Year/Month/Day	
	(Day of Week)			(Day of Week)	
Time of use	Hour : Min			Hour : Min	
Name of activity					
Nature of activity					
Number of users		Responsible person		Instructor or department director	
Telephone of Responsible person	Tel :		E-mail		
Outdoor venue:			Indoor venue:		
<input type="checkbox"/> Track and field <input type="checkbox"/> Volleyball court ( <input type="checkbox"/> A court <input type="checkbox"/> B court) <input type="checkbox"/> Basketball court ( <input type="checkbox"/> C court <input type="checkbox"/> D court) <input type="checkbox"/> PU tennis court ( <input type="checkbox"/> A court <input type="checkbox"/> B court <input type="checkbox"/> C court) <input type="checkbox"/> Baseball field   Other spaces : _____			<input type="checkbox"/> Table tennis classroom <input type="checkbox"/> Aerobics classroom <input type="checkbox"/> Activity center – fitness center <input type="checkbox"/> Activity center – dance classroom <input type="checkbox"/> Activity center – table tennis room Other spaces: _____		
Department of Physical Education Director		Case officer		Applicant	

- ※The teacher or department director must sign in the instructor column. The student is prohibited from signing for the instructor.
- ※A security deposit and ID must be presented according to this school’s Sports Venue and Facility Equipment Management Guidelines when units from outside the school apply to use venues. The venue must be cleaned after use before the deposit and ID shall be returned (for the fee standard, please reference the Sports Venue and Facility Equipment Management Guidelines in the website of the Department of Physical Education–).
- ※When units (including vocational groups) apply to use a venue, a photo ID must be presented. The ID shall be returned once the site has been cleaned (for applications of use, visit the website of the Department of Physical Education and look under the Physical Education Facility and Equipment Management Rules).
- ※Entities that wish to borrow the venue must submit the venue application form to the office of the Department of Physical Education 1 week before the planned date if use (not including Saturday, Sunday, and the day of use).
- ※The borrowing unit can apply for a maximum of 3 weeks of use per time. Other activities or courses shall be handled according to the rules of the Department of Physical Education.
- ※Please submit the venue application form to the office of the Department of Physical Education before 5 pm Monday – Friday.

-----Site maintenance and cleaning check-----

Checking personnel		Check status	
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- Precautions:
1. When using (borrowing) the venue, please maintain the site’s cleanliness and return it to its original state after use.
  2. Follow the site use rules and restricted items for each sports venue.
  3. If lighting is required, please take the application to the Department of Physical Education to have the person in charge turn on the lights. Do not turn on the lights on your own.
  4. Other than the baseball field, baseball is prohibited in all other sports areas. This is to prevent danger and harm to others.
  5. The ball court can be used for basketball and volleyball. However, considering the floor material, activities that damage the floor shall not be allowed.
  6. When using the aerobics classroom (dance classroom), please wear appropriate sports clothing and remove shoes when entering.
  7. The use (borrowing) of this school’s sports venues shall be for organized sports and physical education-related activities. Venues shall not be lent for commercial activities or events involving ticket sales.
  8. Dangerous sports such as javelin, discus, shot put, and hammer throw shall not be allowed during the weekdays or weekends at the track and field site, except for physical education classes where a teacher is present, training of the school team, or competitions approved by the school.
  9. If the application is approved, the user must present an ID (student, employee, or other picture ID) when using the site. The ID shall be returned after the event (it shall not be returned if the site is not returned to its original state).