

Application Form for Sports Facilities Rental

Athletic Department, Gongguan Campus, National Taiwan Normal University

Event Information

Corporate Name:	_____	Tax ID/GUI No.:	_____
Event Name:	_____		
Venue to Rent:	_____		
1 st Contact Person:	_____	Contact Number:	_____
2 nd Contact Person:	_____	Contact Number:	_____
No. of Participants:	_____		
Loan Equipment:	Please fill out the other equipment loan application form		
Session Time:	Please fill out the following time table		

Date Time							
	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
08:10 10:00							
10:10 12:00							
12:10 14:00							
14:10 16:00							
16:10 18:00							
18:10 20:00							
20:10 22:00							

Seal of Approval
Applicant's corporate director:
Athletic Department, Gongguan Campus:
Director of Athletic Department:

Form of Invoice:

- Duplicate Uniform Invoice (Please be sure to fill in the drawee)
- Triplicate Uniform Invoice (Please be sure to fill in the organization's title and GUI No.)

General Booking Conditions

1. Please fill in this application form, enclose the proposal or event brochure two weeks before the event date, and send it by fax, email, or in-person to the gymnasium at Athletics Department, Gongguan Campus. The application will take effect after approval by Athletics Department.
2. If an event takes place on holiday, the venue rental fee, equipment overtime fee, environment cleaning fee, and security deposit, 20% of the rental fee, must be paid. After the event is over, the security deposit will be refunded without interest after the staff has checked the relevant regulations.
3. Please fill in the equipment loan application form separately if the event requires equipment rental.
4. Contact information: Mr. Dong, fax 02-2931-2951, phone 02-7749-6853, email: ziv1203@ntnu.edu.tw

Notice

1. No Food and Drinks (except water) in the venue.
2. Close all the electric devices before leaving (light, fan, etc.).
3. Please keep the environment clean and tidy and return equipment after use.
4. Do not play ball in corridors and classrooms.
5. Athletic Department has the right to refuse the use of the venue from the patrons who violate the rules.