

國立雲林科技大學圖資處藝術中心

校內單位場地借用須知

一、藝術中心開放時間為週一至週六09：00-17：00，場地借用時間，請以開放時間為限。

二、不得攜帶飲料、食物、寵物、雨傘進入展場，以維護環境衛生。

三、應將場地整理清潔，不得遺留垃圾，以維護環境整潔。

四、各式活動須知：

(一) 講座與茶會

1. 講座活動應於藝術、人文、美感或於當期展覽主題相關。
2. 講座位置及所需物品應自行搬運，借用物品應主動歸還並與工作人員清點數量。
3. 本中心投影機為 VGA 插座，請自備轉接頭。
4. 請在講座預定的時間前進行電腦及麥克風的測試，並於場地借用申請時提出
5. 借用時間應於講座1個月前提出申請，並向本中心確認行事曆以免撞期。

(二) 表演

1. 表演所需物品應自行搬運，借用物品應主動歸還並與工作人員清點數量。
2. 因藝術中心地下室為易習堂，為避免影響其他同學，如需要彩排，請於場地借用申請時注明，並向本中心協調時間並請注意音量。
3. 借用時間應於表演1個月前提出申請，並向本中心確認行事曆以免撞期。

五、凡借用物品者，需另填寫「物品借用單」。

六、如須張貼海報、標語等，應經本中心同意，並在指定地點張貼。

七、未經同意，不得進入藝術中心倉庫取用物品。

八、嚴禁擅自開啟電源開關，以免發生危險；請勿觸摸消防開關，以免啟動火災警報

器。

九、借用場地應填申請單，送藝術中心備查。

十、如有問題請洽藝術中心，電話分機2646。

備註：校外單位借用場地時，應經專案審核，並至出納組繳交場地維護費。

Internal Unit Venue Borrowing Guidelines

I. The Art Center is open from Monday to Saturday, 09:00-17:00. The venue borrowing time should be within the opening hours.

II. Beverages, food, pets, and umbrellas are not allowed in the exhibition area to maintain environmental hygiene.

III. The venue should be kept clean and tidy, and no garbage should be left behind to maintain a clean environment.

IV. Guidelines for various activities:

(1) Lectures and Tea Parties

1. Lecture activities should be related to art, humanities, aesthetics, or the theme of the current exhibition.

2. The location of the lecture and the required items should be moved by the borrower, and borrowed items should be returned proactively and counted with the staff.

3. The projector in the center is a VGA socket, please bring your own adapter.

4. Please test the computer and microphone before the scheduled lecture time, and mention it when applying for venue borrowing.

5. The borrowing time should be applied for one month before the lecture, and the calendar should be confirmed with the center to avoid conflicts.

(2) Performances

1. The items required for the performance should be moved by the borrower, and borrowed items should be returned proactively and counted with the staff.

2. As the basement of the Art Center is a study hall, to avoid affecting other

students, if a rehearsal is needed, please specify when applying for venue borrowing, coordinate the time with the center, and pay attention to the volume.

3. The borrowing time should be applied for one month before the performance, and the calendar should be confirmed with the center to avoid conflicts.

V. Those who borrow items need to fill out the "Item Borrowing Form" separately.

VI. If you need to post posters, slogans, etc., you should get the consent of the center and post them at the designated location.

VII. Without permission, you are not allowed to enter the Art Center warehouse to take items.

VIII. It is strictly forbidden to turn on the power switch without authorization to avoid danger; do not touch the fire switch to avoid triggering the fire alarm.

IX. Those who borrow the venue should fill out the application form and send it to the Art Center for reference.

X. If you have any questions, please contact the Art Center, telephone extension 2646.

Note: When external units borrow the venue, they should undergo project review and pay the venue maintenance fee at the Cashier Division.

國立雲林科技大學圖資處藝術中心
National Yunlin University of Science and Technology Office of Library& Information
Service Art Center
校內單位場地借用申請單
The Venue Borrowing Application Form for Parties Affiliated with YunTech

借用單位 Borrowing Unit		
活動名稱 Event Name		
活動形式 Event Format	<input type="checkbox"/> 講座 Lecture <input type="checkbox"/> 表演 Performance <input type="checkbox"/> 茶會 Exhibition Party <input type="checkbox"/> 其他 Others : _____	
活動時間 Event Time	自(From) 年(Y) 月(M) 日(D) 時(T) 至 (To) 年(Y) 月(M) 日(D) 時(T)止。 <small>(如為表演活動，也請將預計之彩排的時間填上) (If it is a performance event, please also fill in the expected rehearsal time)</small>	
借用場地 Venue	<input type="checkbox"/> 雲創廳 (Art Muse) <input type="checkbox"/> 雲想廳 (Art Hub)	
借用物品 Items	<input type="checkbox"/> 展板 Display Board <input type="checkbox"/> 展台 Display Stand <input type="checkbox"/> 鋼絲掛鉤 Steel Wire Hooks <input type="checkbox"/> 講桌 Podium/Lectern <input type="checkbox"/> 椅子 Chairs <input type="checkbox"/> 桌子 Table <input type="checkbox"/> 海報架 Poster Stand <input type="checkbox"/> 畫架 Easel 鋼琴 Piano <input type="checkbox"/> 麥克風 Microphone <input type="checkbox"/> 其他 Others : _____ <small>(實際品項與數量請另填寫「物品借用單」) (Please fill in the "Item Borrowing Form" for the actual items and quantities)</small>	
申請單位 /申請日期 Applying Unit/Application Date		圖資處簽辦 Library Processing
申請人 Applicant :		承辦人 Handler :
申請單位主管 Head Unit of the Applicant Unit :		<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree , 原因 Reason : _____
申請日期 Date of Application :		組長 Division Chief : <input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree , 原因 Reason : _____
		圖資長 Director : <input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree , 原因 Reason : _____

承辦人：林雅娟 助理 服務電話：05-5342601轉2646 · e-mail：lydialin@yuntech.edu.tw

Handler: Assistant Lin Ya-Juan Service Phone: 05-5342601 ext. 2646 · e-mail：lydialin@yuntech.edu.tw