

# Instructions for students to borrow on-campus venues

## <Application process>

1. Please login student portal system(<https://eportal62.cjcu.edu.tw/Student>).
2. 「其他申請」→「活動申請」→「填寫活動申請表」.
3. Fill in the application content and send it to print, and attach the activity plan (the content contains the activity name, time, content, number of people, and location).
4. Submit to relevant units for review in the order listed on the application form.

## <Application time limit>

- If you don't need to borrow equipment, please complete the application **no later than 3 working days before the event (excluding regular holidays)**.
- If you need to borrow equipment, please complete the application **no later than 5 working days before the event (excluding regular holidays)**.
- If you need to borrow activity equipment, you need to send the equipment loan form after the activity application is approved.
- The equipment loan form will be sent to the extracurricular activities group for preliminary review, but overdue applications will not be accepted.

## <Application Notes>

- To use the venue's air-conditioning., please **bring air-conditioning card by yourself** (you could go to the Cashier Section to buy or store value).
- Please do not dismantle and destroy the equipment in the classroom.
- If the desks and chairs are moved, please restore the original appearance.
- If you need to post a notice, please remove the glue residue and keep the classroom clean (But do not use strong glue to stick it on the blackboard, glass, wall, etc.).
- Borrowing classroom keys or teaching aids should be in accordance with regulations and **responsible for safekeeping**.
- Violating of the above matters, **violators need to pay for the relevant repair and restoration costs**.
- During the COVID-19 epidemic, please cooperate with the school's epidemic prevention measures. Otherwise, the venue loan application will not be approved.

- 減免申請作業
- 查當學期審核資格
- ▶ 就貸申請
  - 就貸申請作業
  - 查當學期審核資格
- ▶ 弱勢助學金
  - 助學金辦理需知
  - 助學金申請作業
  - 當學年審核資格
- ▶ 校外住宿租金補貼
  - 辦理需知
  - 申請作業
  - 當學期審核資格
- ▶ 其他申請
  - 活動申請
  - 勞動契約書
  - 機車開道門禁

▶ 電子履歷    ▶ 班級幹部    ▶ 宿舍床位    ▶ 評量專區    ▶ 個人資料 & 密碼

● 電子履歷    ● 班級幹部維護    ● 優先申請作業    ● 導師線上問卷評量    ● 個人資料維護

其他申請 / 111 - 1 活動申請

● 該作業僅提供學生本人查詢申請過的活動紀錄；欲查詢校內/外所舉辦的活動請至 活動列表 查詢。

● 活動申請說明請參考 [課外活動組](#) 網站。

申請單號	校內/外	班級/社團	活動名稱	活動時間	活動地點	狀態	刪除	列印
⚠ 查無活動申請紀錄!!								

填寫活動申請表

其他申請 / 活動申請

提醒你，\* 紅色標記必填

請先選擇申請類別\* : 校內活動    班級活動

班級活動

社團及系學會活動

班級名稱: 大學部 財金系 1年 A班

活動名稱\*

活動內容詳述\*

活動時間起迄\*  
自 [ ] 時 [ ] 分起 (24小時制)

至 [ ] 時 [ ] 分止 (24小時制)

活動類型\*  
迎新/送舊活動    其他類型說明: [ ]

參與者\*  
全校性活動/比賽: 全校學生皆可參加