

**長榮大學學生事務處課外活動組器材借用須知**  
**Chang Jung Christian University Extra-Curriculum Activity Section**  
**Important Notice to Borrowing of Equipment**

99.10.19 長榮大學課外組第 6 次組務會議通過

Approved by the 6<sup>th</sup> Extracurricular Activity Section Meeting on 2010.10.19

105.04.28 長榮大學課外組第 8 次組務會議通過

Approved by the 8<sup>th</sup> Extracurricular Activity Section Meeting on 2016.04.28

一、借用對象：本校學生社團、系學會優先使用，行政、教學單位次之。

I. Prospective borrowers: The student groups and organizations, the department associations of the University have the top priority of using, followed by administrative and teaching functions of the University.

二、借用天數：依申請活動計畫書活動日期為準。

II. Duration of borrowing: Based on the duration of the activities as stated in the plans.

三、器材借用：

III. The borrowing of equipment:

1. 請於活動前三天持借用器材申請表至課外組登記預借，並確認可借用器材與數量。

Register with the Extracurricular Activities Section with an application for reserving the equipment to borrow and confirm the equipment available for borrowing and the quantity required 3 days before the scheduled activity.

2. 借用時間請填寫借出與歸還時間，以免逾期歸還。

Fill in the time-in and time-out of the borrowed equipment to avoid overdue return.

3. 若預借登記完成，如不使用，請於一天前取消預借，若未告知者暫停借用權限一個月。

If the borrower no longer needs to use the equipment after registration for reservation, cancel the reservation 1 day in advance or the right of the borrower in borrowing equipment will be suspended for 1 month.

四、器材領取：

IV. Pick-up of equipment:

1. 領取時間為每週一至週五下午 13:30~16:30。

Borrowers may pick up the equipment for borrowing from Monday through Friday at 13:30~16:30.

2. 借用時需清點數量及配件，並測試使用狀況，詳細檢查是否可正常使用，領出後任何損壞將由借用單位負責賠償。

Check to confirm the quantity and accessories to the equipment for borrowing and test to ensure the working condition of the equipment thoroughly. The borrower shall be responsible for the damage and malfunction of the equipment after borrowing.

3. 借用器材時請借用人攜帶學生證或教職員證以供驗證。(不抵押)

Borrowers shall bring their student ID or staff ID for verification at the time of borrowing equipment (No deposit).

4. 器材使用限於所填報的活動範圍及社團使用，不得用於它處或轉借給其他單位或人員使用。如經查獲違反規定，該社團禁止借用器材 3 個月。

The equipment could be used only for the borrowers within the scope of activities stated in the application form, and cannot be availed to a third party or used in other purposes. In case of violation of this rule with proof, the group or organization concerned will be deprived of the right for borrowing equipment for 3 months.

#### 五、器材歸還：

##### V. Return of equipment:

1. 歸還時間為週一至週五上午 09:00~11:30。

The time for returning of equipment will be Monday through Friday, 09:00~11:30.

2. 社團、系學會未按時歸還者需實施愛校服務，每件器材第一天逾時愛校服務 4 小時，第 2 天 8 小時，第 3 天 12 小時，以此類推。未完成愛校服務者將禁止借用器材。

If specific student group or the department association failed to return the borrowed equipment on time, they shall be subject to the Love-the-University community service. For delay of each piece of equipment for 1 day, 4 hours of services will be imposed. Likewise, 8 hours of services will be imposed for late return for 2 days, and 12 hours of service imposed for 3 days of delay, and so on. Those who did not finish the service will be deprived from further borrowing of equipment.

例如：某社共借用數位相機 2 台及腳架 2 台，視為借用 4 件器材。第一天逾時愛校服務 16 小時，第 2 天 32 小時，第 3 天 48 小時。

For example: A particular group borrowed 2 digital cameras and 2 tripods, it shall be counted as borrowing of 4 pieces of equipment. Late return of 1 day of the equipment shall be subject to 16 hours of Love-the-University community service, 32 hours of service for late return for 2 days, and 48 hours of service for late return of 3 days.

3. 行政、教學單位逾時歸還者，禁止借用器材一個月。

Administrative and teaching functions of the University will be deprived of the right of borrowing for 1 month for late return.

#### 六、器材損壞、遺失：

##### VI. Damage and missing of equipment

1. 借用器材遺失需照價賠償。

Borrowers shall be responsible for the replacement of the equipment when missing.

2. 借用器材損壞將由本組送修鑑定後，若因人為造成器材損壞，由借用單位負責賠償。

If the equipment was found damaged at the time of returning, this section will refer to repair and verification. If the damage is caused by human error, the borrower shall be responsible for the damage.

3. 借用器材人為損壞、遺失後尚未完成賠償者，器材將不再借用。

For damage and missing of borrowed equipment caused by human error, but the borrower concerned failed to make compensation, the equipment will no longer be

available for further borrowing.

4. 借用器材若於一年內發生 2 次人為器材損壞、遺失情形，將停止借用器材六個月。

If specific equipment was damaged or missing twice in 1 year due to human error, the equipment will not be available for borrowing for 6 months.