

長榮大學學生宿舍外借團體管理注意事項

Chang Jung Christian University Important Notice to External Groups and Organizations on Using Student Dormitories

101.4.27 學生事務處會議通過

04-27-2012 Approved by the Office of Student Affairs Meeting

104.10.27 學生事務處會議通過

10-27-2015 Approved by the Office of Student Affairs Meeting

- 一、為有效管理外借團體借住本校學生宿舍，特訂定本注意事項。
1. This Important Notice is instituted for the effective management of lending student dormitory rooms to external groups and organizations.
- 二、經核准進住之營隊團體，請於進住前二星期繳交營隊團體住宿人員清冊，以利申請分配床位。
2. Groups and organizations permitted to use the student dormitories shall present a list of the persons who will lodge at the dormitory two weeks prior to the date of arrival for the proper arrangement of beds.
- 三、為加強借宿校舍之營隊或團體對宿舍公物與資源之愛惜，凡申請進住前需繳交清潔保證金，1 個人收取清潔保證金 300 元，清潔保證金上限為 10,000 元。營隊團體進、退宿前應向宿舍管理員當面清點宿舍公物堪用情形及借用之物品，退宿檢查合格者清潔保證金無息退還。
3. Groups and organizations shall make a security deposit for the cleaning of the student dormitories to assure the proper use and care of dormitory property. The security deposit for cleaning is NT\$300 per head and will be no more than NT\$10,000. Relevant groups and organizations shall confirm the items for borrowing with the Dormitory Administrator and the condition of these items at the time of arrival and departure. The security deposit for cleaning will be refunded without interest if the dormitory space occupied by the groups and organizations passes the health inspection after their departure.
- 四、清潔保證金繳交流程：至分配之宿舍管理員室繳交清潔保證金。
4. Procedure for payment of the security deposit for cleaning: payment shall be made to the office of the Dormitory Administrator of the dormitory building the groups and organizations are assigned to.
- 五、退宿檢查合格者之清潔保證金退款流程：一週內攜帶清潔保證金繳費單收執聯(需有宿舍管理員檢退合格章)至出納組申請退款。
5. Procedure for the refund of the security deposit for cleaning upon passing the health inspection: related groups and organizations shall present the receipt (the seal affixed by the Dormitory Administrator upon passing the health inspection is required) of the security deposit for cleaning to the Cashier Section for refund within one week after departure.
- 六、清潔保證金繳、退款作業需配合學校上班時間。
6. Payment and refund of the security deposit for cleaning shall be made during regular office hours of the university.
- 七、進退房時間：下午 2 時後進住，上午 10 時前退房。(若有特殊需求，請事先聯絡)
7. Check-in and check-out time: related groups and organizations may check-in at 2:00pm and check-out by 10:00 am (special arrangements may be made with prior notification).
- 八、宿舍僅提供床鋪(不含床墊及棉被)、桌椅、水電等，其餘概由借用者自備。貴重物品請自行保管，宿舍概不負責。
8. The dormitory only provides beds (mattresses and blankets are not included), desks, chairs, water and electricity. Any additional items need to be prepared by the tenants themselves. Please look after your valuables, the dormitory administration will not take responsibility for any lost items.
- 九、借宿期間，開放宿舍之設備、公共設施如有人為損壞情形時，借宿營隊團體人員需負責恢復原狀或照價賠償，賠償標準如附件。
9. If the equipment and public facilities of the dormitories are found vandalized within the duration of lodging, the persons in charge of the groups and organization shall be responsible for the recovery or replacement of the equipment and facilities. The standard of compensation is shown in the attached document.
- 十、借宿宿舍營隊團體人員之生活管理及安全維護概由申請單位自行負責，惟遇緊急突發狀況，得通知宿舍管理員及值班教官協助處理。
10. Applicant groups and organizations shall be responsible for the management of the daily lives and safety of their persons. In the event of an emergency, they may notify the Dormitory Administrator and the duty officer for assistance and action.

十一、借用單位住宿期間不得發生影響宿舍安全（在寢室內炊膳或使用電熱壺、匙、爐及其他足以改變電路電器設備）、校園安寧之行為。

11. Users of dormitories shall not affect the safety of the dormitory within the duration of lodging (cooking inside the bed rooms of the dormitory, or using electric kettles, spoons, ranges, and other appliances that will cause a change of the electric circuit) and the tranquillity of the campus.

十二、離宿時，請外借團體確保寢室內外環境之整潔，特別是衛浴。清潔完畢後，請派二名陪同檢查人員與宿舍管理員一起檢查，以確認是否有需加強整潔的地方，若未完成環境清潔而退宿，得扣除部分清潔保證金，扣款標準如下：

12. Relevant groups and organizations shall ensure the environment inside and outside the dormitory rooms is clean at the time of departure, paying particular attention to the bath and toilet. After cleaning, they shall assign two people to join the inspection staff and the Dormitory Administrator to conduct a health inspection of the environment and ensure no additional work is required for cleaning up or part of the security deposit for cleaning will be withheld at the following rates:

(一) 公共廁所未清潔乾淨：2,000 元/層。

(1) Public toilet has not been cleaned properly: NT\$2,000/storey

(二) 寢室未清潔乾淨：200 元/人。

(2) Bedrooms have not been cleaned properly: NT\$200/person

(三) 樓梯未清潔乾淨：1,000 元。

(3) Staircase has not been cleaned properly: NT\$1,000

(四) 大廳未清潔乾淨：1,000 元。

(4) Hallway has not been cleaned properly: NT\$1,000

(五) 前庭、後庭未清潔乾淨：1,000 元。

(5) Front and back courtyards have not been cleaned properly: NT\$1,000

(六) 其他：視情況扣款。

(6) Others: funds will be withheld where necessary.

十三、若使用宿舍之打掃用具，使用後請放回原地方。

13. If household implements such as brooms are borrowed from the dormitory for cleaning, put them back after using.

十四、請自備清潔消耗用品，如垃圾袋、鹽酸……等，若有使用宿舍之清潔消耗用品，照價從清潔保證金扣款。(小垃圾袋一包 25 元、大垃圾袋一包 35 元、鹽酸一瓶 10 元、其餘清潔用品依市價扣款)

14. Prepare supplies for cleaning such as garbage bags, HCL and others. If the cleaning supplies of the dormitory are used, the equivalent value at market price will be deducted from the security deposit for cleaning (Small garbage bags at NT\$25/pack, large garbage bags at NT\$35/pack, HCL at NT\$10/bottle, and other cleaning supplies will be charged at market price).

十五、上述扣除之清潔保證金轉入宿舍承辦單位其他維修經費，以支應外借團體毀損支出、設備設施維修恢復等項目費用。

15. The aforementioned security deposit for cleaning will be transferred into the account of the administration of the student dormitory as miscellaneous expenses for covering the repair, maintenance, and recovery of equipment and facilities damaged by the groups and organizations when using the dormitories.

十六、本校為無菸校園，請勿於校園內、宿舍內吸菸。(住宿者於禁菸場所違法吸菸遭取締或檢舉，將依菸害防制法處以 2,000 元至 10,000 元罰款。)

16. The university is a smoke-free campus. Smoking on campus and in the student dormitories is strictly prohibited (those who are caught or reported smoking in non-smoking areas will be liable for punishment in accordance with the Tobacco Hazards Prevention Act whereby a fine ranging from NT\$2,000 to NT\$10,000 will be imposed).

十七、宿舍管理員室服務電話：

17. Telephone of the office of the Dormitory Administrator:

(一) 第二宿舍管理員電話：2785123 轉 1245 或 2785420-3 轉 2100。

(1) Telephone of the Administrator of Dormitory No. 2: 2785123, extension 1245; or 2785420-3, extension 2100.

(二) 第三宿舍管理員電話：2785123 轉 1246 或 2785420-3 轉 3100。

(2) Telephone of the Administrator of Dormitory No. 3: 2785123, extension 1246; or 2785420-3, extension 3100.

(三) 第四宿舍管理員電話：2785123 轉 1247 或 2785420-3 轉 4100。

(3) Telephone of the Administrator of Dormitory No. 4: 2785123, extension 1247; or 2785420-3, extension 4100.

(四) 生輔組電話：06-2785123 轉 1249。

(4) Telephone of Student Life and Residential Services Section: 06-2785123, extension 1249.

(五) 24 小時值勤電話：0910-622-885。

(5) Telephone of the 24-hour duty office: 0910-622-885

十八、本注意事項經學生事務處會議通過後實施，修正時亦同。

18. This Important Notice shall be subject to the resolution of the Office of the Student Affairs Meeting for implementation. The same procedure is applicable to any amendment thereto.