

長榮大學學生宿舍外借清潔保證金收取辦法
Chang Jung Christian University
Regulations Governing the Collection of the External Use Security
Deposit for the Cleaning of Student Dormitories

100.05.05 行政會議訂定通過
05-05-2011 Approved by the Administrative Affairs Meeting

104.06.04 行政會議修正通過

06-04-2015 Amended and Approved by the Administrative Affairs Meeting

105.07.07 行政會議修正通過

07-07-2016 Amended and Approved by the Administrative Affairs Meeting

- 第一條 為有效管理外借團體借住本校學生宿舍，特訂定長榮大學學生宿舍外借清潔保證金收取辦法(以下簡稱本辦法)。
- Article I: This set of Regulations Governing the Collection of the External Use Security Deposit for the Cleaning of Student Dormitories (hereinafter referred to as “The Regulations”) is instituted for the efficient and effective management of student dormitory availing for the use of external groups and organizations.
- 第二條 經核准進住之團體，應於進住二星期前繳交團體住宿人員清冊，以利申請分配床位。
- Article II: Groups and organizations approved for admission to lodge in the student dormitories shall present the list of the persons who will be living in the student dormitories two weeks before their arrival for the proper arrangement of beds.
- 第三條 為維護宿舍管理，借宿團體進住前需至學生事務處生活輔導組辦理清潔保證金繳交手續，個人收取清潔保證金 300 元，團體清潔保證金上限為 10,000 元。借宿團體進、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及整潔情形，退宿檢查合格者清潔保證金無息退還。
- Article III: The groups and organizations applying for the use of the student dormitories of the university shall make a security deposit with the Student Life and Residential Services Section of the Office of Student Affairs for cleaning before arrival. The aforementioned deposit is set at NT\$300/person and up to NT\$10,000 for the whole group. At the arrival or departure from the student dormitory, respective groups and organizations shall confirm the dormitory property transferred for their use jointly with the Dormitory Administrators, and the condition and cleanliness of the property. The security deposit for cleaning will be refunded bearing no interest if the dormitory property is returned intact and passes the inspection.
- 第四條 離宿時，借宿團體應確保使用範圍之寢室內外環境之整潔並由借宿人二名會同宿舍管理員共同檢查，物品若有損壞或未完成環境清潔而退宿，得扣除部份清潔保證金，扣款標準如下：
- Article IV: At the time of departure, groups and organizations using the student dormitories shall keep all the rooms and surrounding environment clean within the duration of

their stay, and shall appoint two persons to conduct a joint inspection with the Dormitory Administrator. If any of the items of the dormitory are found damaged, or cleaning has not been properly done, the security deposit may be withheld in part and the rate for withholding is specified below:

一、物品損壞賠償部份：

1. Compensation of damaged items:

- (一) 鑰匙：100 元/把。
- (1) Key: NT\$100/key.
- (二) 感應卡：100 元/張。
- (2) Door card: NT\$100/card.
- (三) 椅子：500 元/張。
- (3) Chair: NT\$500/chair.
- (四) 其他物品依市價賠償。
- (4) Other items: market price.

二、未完成環境清潔扣款部份：

2. Withholding of fund for incomplete cleaning:

- (一) 廁所未清潔乾淨：2,000 元/層。
- (1) Improper cleaning of toilet: NT\$2,000/storey.
- (二) 寢室未清潔乾淨：200/人。
- (2) Improper cleaning of bedrooms: NT\$200/person.
- (三) 樓梯未清潔乾淨：1,000 元。
- (3) Improper cleaning of staircase: NT\$1,000.
- (四) 大廳未清潔乾淨：1,000 元。
- (4) Improper cleaning of the hallway: NT\$1,000
- (五) 前庭、後庭未清潔乾淨：1,000 元。
- (5) Improper cleaning of the front and back courtyards: NT\$1,000
- (六) 其他：視情況扣款。
- (6) Others: fund will be withheld depending on the issue.

第五條 其他外借團體管理注意事項，另以管理要點訂之。

Article V: Other rules and regulations governing external groups and organizations in using student dormitories shall be established separately.

第六條 本辦法經學生事務委員會會議通過後，陳請校長核定後實施，修正時亦同。

Article VI: The Regulations shall be subject to the resolution of the Student Affairs Meeting and the final approval of the University President before coming into full force. The same procedure is applicable to any amendment thereto.

長榮大學學生宿舍外借清潔保證金收取辦法

CJCU Regulations of Clearing Margin Collection for Student Dormitory Loans

100.05.05 行政會議訂定通過

104.06.04 行政會議修正通過

2001.05.05 Enacted by the Executive Council

2015.06.04 Enacted by the Executive Council

第一條為有效管理外借團體借住本校學生宿舍，特訂定長榮大學學生宿舍外借清潔保證金收取辦法(以下簡稱本辦法)。

In order to effectively manage the borrowing groups to borrow their residence dormitories, the Government has formulated the Regulations for the Collection of Cleaning Margin Funds for the Evergreen University Student Dormitories (hereinafter referred to as the Regulation).

第二條經核准進住之團體，應於進住二星期前繳交團體住宿人員清冊，以利申請分配床位。

An approved group shall submit the list of group accommodation to the applicant for the allocation of the bed before the arrival of two weeks

第三條為維護宿舍管理，借宿團體進住前需至學生事務處生活輔導組辦理清潔保證金繳交手續，個人收取清潔保證金 300 元，團體清潔保證金上限為 10,000 元。借宿團體進、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及整潔情形，退宿檢查合格者清潔保證金無息退還。

In order to maintain the dormitory management, it is necessary to go through the formalities of paying the cleaning deposit at the Life Affairs Section of the Office of Student Affairs before entering the residence. The maximum amount of the cleaning deposit is NT\$ 300 and the cleaning margin of the group is NT\$ 10,000. Check out the dormitory official before the check-in and check-out the dormitory public property, and the borrowed goods and the clean condition. The refund deposit will be returned without interest.

第四條離宿時，借宿團體應確保使用範圍之寢室內外環境之整潔並由借宿人二名會同宿舍管理員共同檢查，物品若有損壞或未完成環境清潔而退宿，得扣除部份清潔保證金，扣款標準如下：

During the time of departure, the accommodation organization shall ensure the cleanliness of the inside and outside environment of the dormitory to be used and check together with the dormitory administrator. If the articles are damaged or the environment is not completed, the part of the cleaning deposit, With the following charge criteria:

一、物品損壞賠償部份：

the damage compensation items:

(一) 鑰匙：100 元/把。

The key 100NT

(二) 感應卡：100 元/張。

induction card 100NT

(三) 椅子：500 元/張。

Chair 500NT

(四) 其他物品依市價賠償。

other items according to market price compensation

二、未完成環境清潔扣款部份：

the unfinished environmental cleaning charge part:

(一) 廁所未清潔乾淨：2,000 元/層。

the toilet is not clean: 2,000 NT / layer.

(二) 寢室未清潔乾淨：200/人。

the bedroom is not clean: 200NT / person

(三) 樓梯未清潔乾淨：1,000 元。

the stairs are not clean: 1,000 NT

(四) 大廳未清潔乾淨：1,000 元。

the hall is not clean: 1,000 NT

(五) 前庭、後庭未清潔乾淨：1,000 元。

vestibular, after the court is not clean: 1,000 NT

(六) 其他：視情況扣款。

other: as the case deducts money.

第五條其他外借團體管理注意事項，另以管理要點訂之。

The management of other loan group matters needing attention, and the other points of management set.

第六條本辦法經行政會議通過後公布實施，其修正亦同。

These Measures are promulgated for implementation by the Executive Council and their amendments are the same.