長榮大學學生宿舍外借團體清潔保證金繳費單

**申請日期： 年 月 日**

|  |  |
| --- | --- |
| 團體名稱 |  |
| 姓名 |  | 手機 |  |
| 住宿期間 |  年 月 日至 年 月 日  | 申請宿舍 | □一宿□二宿□三宿□四宿 |
| 應繳清潔保證金 |  |

一、請詳細閱讀與配合長榮大學學生宿舍外借清潔保證金相關規定。

二、住宿保證金繳交流程：至第四宿舍管理員室繳交住宿保證金。(值班宿舍管理員手機：0910622885)

三、退宿檢查合格者之住宿保證金退款流程：攜帶清潔保證金收執聯🡪宿舍管理員室退款。

四、寒暑假借宿期間，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。

五、住宿保證金繳、退款作業需配合宿舍管理員上班時間。(週一至週日，早上8時至下午5時)

六、進退房時間：下午2時後進住，上午10時前退房。

七、外借團體宿舍檢退注意事項：

1. 進住時請先檢查房間設備及清潔，若有：問題請立即反應，我們會協助換房。
2. 進住時請告知退宿時間，以利安排人力協助檢退，縮短等候時間。
3. 檢查事項如下：
4. 房間(含抽屜、櫃子)及廁所垃圾是否清除。
5. 床鋪、地板、廁所毛髮是否清除，浴室排水孔鐵板需打開檢查毛髮。
6. 浴室牆壁、馬桶內外、馬桶蓋黃垢需刷除。
7. 掃把、畚箕、拖把放在每層樓的曬衣間，可自行取用，記得放回原處。

**1.收款管理員核章：\_\_\_\_\_\_\_\_\_\_收款日期：\_\_\_\_\_\_\_\_**

**2.退款管理員核章：\_\_\_\_\_\_\_\_\_\_退款日期： \_\_\_\_\_\_\_\_ □完成退宿，請退\_\_\_\_\_\_\_\_\_元清潔保證金。**

**3.申請人\_\_\_\_\_\_\_\_\_\_\_\_\_已領回\_\_\_\_\_\_\_\_\_\_\_\_\_\_元 領款日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

第一聯 外借團體收執聯

請沿虛線剪開 -----------------------------------------------------------------------------------

長榮大學學生宿舍外借清潔保證金繳費單

**申請日期： 年 月 日**

|  |  |
| --- | --- |
| 團體名稱 |  |
| 姓名 |  | 手機 |  |
| 住宿期間 |  年 月 日至 年 月 日 | 申請宿舍 | □一宿□二宿□三宿□四宿 |
| 應繳清潔保證金 |  |

**收款管理員核章：\_\_\_\_\_\_\_\_\_\_\_\_\_\_日期：\_\_\_\_\_\_\_\_\_\_\_\_**

第二聯生輔組收執聯

**Chang Jung Christian University Cleaning Deposit Receipt for Student Dormitory Loan to Outside Organization**

**Application Date: (yy) (mm) (dd)**

|  |  |
| --- | --- |
| Name of Group |  |
| Name |  | Cell Phone |  |
| Date of Accommodation | From (yy) (mm) (dd)to (yy) (mm) (dd)  | Applied Dormitory  | □Dormitory 1□Dormitory 2□Dormitory 3□Dormitory 4 |
| Required Cleaning Deposit Amount  |  |

1. Please read carefully and comply with the Chang Jung Christian University Cleaning Deposit Regulations for Student Dormitory Loan to Outside Organization
2. Payment of dormitory deposit: Please pay dormitory deposit at the manager's office in Dormitory 4. (Cell phone for on-duty dormitory manager: 0910622885).
3. Dormitory deposit refund for those who pass check-out inspection: Present cleaning deposit receipt to the dormitory manager's office for refund.
4. For dormitory loan during winter and summer breaks, if opened dormitory equipment or public facilities are damaged, the borrowing organization shall be responsible for restoring the equipment or facilities to their original condition or compensate for their cost.
5. Payment or refund of dormitory deposit shall be handled during the office hours of the dormitory manager. (Monday-Sunday, 8:00 a.m.-5:00 p.m.).
6. Check-in and check-out time: Check-in is after 2:00 p.m.; check-out is before 10:00 a.m.
7. Check-out reminders for groups using the dormitories:

1 Please check room equipment and cleanliness when checking-in. Immediately notify us of any problem and we will arrange for a different room.

2. Please inform us of check-out time when checking-in to facilitate personnel arrangement for check-out and shorten waiting time.

3. Inspection items are as follow:

(1)--> Trash removed from room (including drawers, cabinets) and bathroom.

(2) -->Hair removed from beds, floor and bathroom, and hair removed from drain holes in the shower.

(3)-->Stains removed from bathroom wall, toilet interior and exterior, and toilet seat.

(4) Brooms, dustpans and mops are available in the laundry area of each floor. Please return them to their proper places after use.

1. Manager seal for deposit received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of receipt:\_\_\_\_\_\_\_\_\_

2. Manager seal for deposit refunded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of refund:\_\_\_\_\_\_\_\_\_

 [ ] Check-out is completed. Please refund NT$\_\_\_\_\_\_\_ of cleaning deposit.

3. The applicant \_\_\_\_\_\_\_\_ has received NT$\_\_\_\_\_\_\_ on \_\_\_(yy)\_\_\_(mm) \_\_\_(dd)

Copy 1: Borrower Receipt

Please cut along dotted line. -----------------------------------------------------------------------------------

**Chang Jung Christian University Cleaning Deposit Receipt for Student Dormitory Loan to Outside Organization**

Application Date: (yy) (mm) (dd)

|  |  |
| --- | --- |
| Name of Group |  |
| Name |  | Cell Phone |  |
| Date of Accommodation | From (yy) (mm) (dd)to (yy) (mm) (dd)  | Applied Dormitory  | □Dormitory 1□Dormitory 2□Dormitory 3□Dormitory 4 |
| Required Cleaning Deposit Amount  |  |

Manager seal for deposit received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

Copy 2: For Student Life and Residential Services Section