長榮大學 Global Plaza 空間使用辦法
CJCU Global Plaza Utilization Regulations

110 年 1 月 4 日 國際處處務會議審議通過
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Reviewed and approved on February 26, 2021 by the Office of Global Engagement Office Affairs Meeting.

第一條 為促進本校不同國籍師生之互動，因此特建置 Global Plaza（以下簡稱本空間），提供學生們互動、交誼的空間，並訂定「長榮大學 Global Plaza 空間使用辦法」（以下簡稱本辦法），由國際事務室(以下簡稱本室)管理。

Article I To promote the interaction between teachers and students of different nationalities, the Global Plaza (hereinafter referred to as the Plaza) was specially built to provide students with a space for interaction and making a friendship. The CJCU Global Plaza Utilization Regulations (hereinafter referred to as the Regulations) are formulated and managed by the Office of Global Engagement (hereinafter referred to as the OGE).

第二條 本空間共分兩廳，各廳說明如下：

Article II The Plaza is divided into three halls. The description of each hall is as follows:

一、 台灣廳:無常設桌子並可容納約 60-80 人。

1. Taiwan Hall: No tables are provided and the space can accommodate about 60-80 people.

二、 國際廳:常設中型會議桌(可供 8-10 人使用)及小型討論桌並附設祈禱室。

2. International Hall: Medium-size conference tables (for 8-10 people) and small discussion tables are provided. A prayer room is attached.

第三條 本空間採自由開放，惟借用台灣廳須事先預約。

Article III The Plaza is open for use. However, the use of the Taiwan Hall requires advance reservation.

第四條 整體空間使用規則

Article IV Regulations for overall use of the Plaza

一、 使用期間須妥善維護空間之環境及設備，使用完畢後應整理回復環境及自行帶走垃圾。本空間內各項器材及設施，如因遺失或人為不當使用致損壞時，應負賠償責

1. The environment and equipment of the Plaza shall be properly maintained during use. After use, the environment shall be cleaned up and restored, and trash shall be removed by the users. Users shall be liable for compensating any loss or damage to the equipment and facilities in the Plaza as a result of improper use.

二、 個人物品、財產或展示品應自行妥善保管，如有遺失，本室概不負保管之責任。

2. Personal belongings, property or exhibits shall be personally kept. The OGE shall not be responsible for their safekeeping.

三、 禁止佔用空間，如有明顯置物佔位之行為，本處得將佔用位置之物品移除。

3. Space hogging is prohibited. If there is any obvious act of space hogging with objects, the OGE may remove the objects that are occupying the space.

四、 本空間不開放張貼海報，若本處發現有未依規定而張貼的海報，一律由本室撤下。

4. The Plaza does not allow posters to be posted. The OGE shall remove any posters that are posted in violation of regulations.

五、 本空間之使用，若有以下情況視為違規，經勸導仍未改善，立即取消場地使用權：

5. During the use of the Plaza. the following conduct shall be regarded as a violation of regulations. For those who ignore advisement, their right to use the venue shall be revoked immediately:

1. 使用範圍超出核定區域。
1. The use exceeds the scope of approved areas.
2. 超過規定時間。
2. The use exceeds the prescribed hours.
3. 音量過大。
3. Excessive volume.
4. 造成髒亂。
4. Causing mess.
5. 進行商業行為。
5. Conducting business activities.
6. 其他影響他人之違規事項。
6. Other violations that affect others.

六、 台灣廳可提供行政或教學單位辦理活動，若借用本區域，需先致電本室確認空間借用情況，再行填寫表單完成借用程序。

6. The Taiwan Hall is available to administrative or teaching units for activities. To borrow the hall, call the OGE to confirm its availability, and then fill out an application form to complete the borrowing procedure.

第五條 台灣廳借用原則：

Article V Principles for borrowing the Taiwan Hall:

一、 如需借用本廳，開放行政和教學單位辦理，不接受個人申請。

1. The Hall is open for administrative and teaching units for borrowing. Individual applications shall not be accepted.

二、 借用本廳以靜態活動為主，例如：講座、會議、手作體驗及國際交流活動等

2. The Hall is mainly used for static activities such as lectures, conferences, hands-on experience activities and international exchanges.

三、 借用設備須憑本校教職員證親自辦理，且限於本廳使用。並依相關規定維護空間，協助清掃以回復原貌，並同意本校合理蒐集使用成效。

3. The borrowing of equipment shall be handled in person by the University's faculty and staff with their faculty or staff ID. The borrowed equipment shall be used only in the Hall. The Hall shall be maintained in accordance with relevant regulations, and shall be cleaned and restored to its original condition. Borrowers shall consent to the University's reasonable survey of use effectiveness.

第六條 祈禱室使用規則

Article VI Regulations for use of the prayer room.

一、 互相尊重

1. Respect each other

二、 請勿占用過久的時間

2. Do not occupy the room for an excessive length of time.

三、 祈禱室附設盥洗室，僅供祈禱前淨身使用，淨身完畢後請回復場地清潔。

3. The prayer room is equipped with a washroom to be used only for cleaning before praying. After washing up, restore the washroom to its original cleanliness.

四、 淨身相關用品，請自行準備。

4. Users shall provide their own washing supplies.

五、 其他使用規則同第四條說明。

5. Other regulations for use are as those described in Article IV.

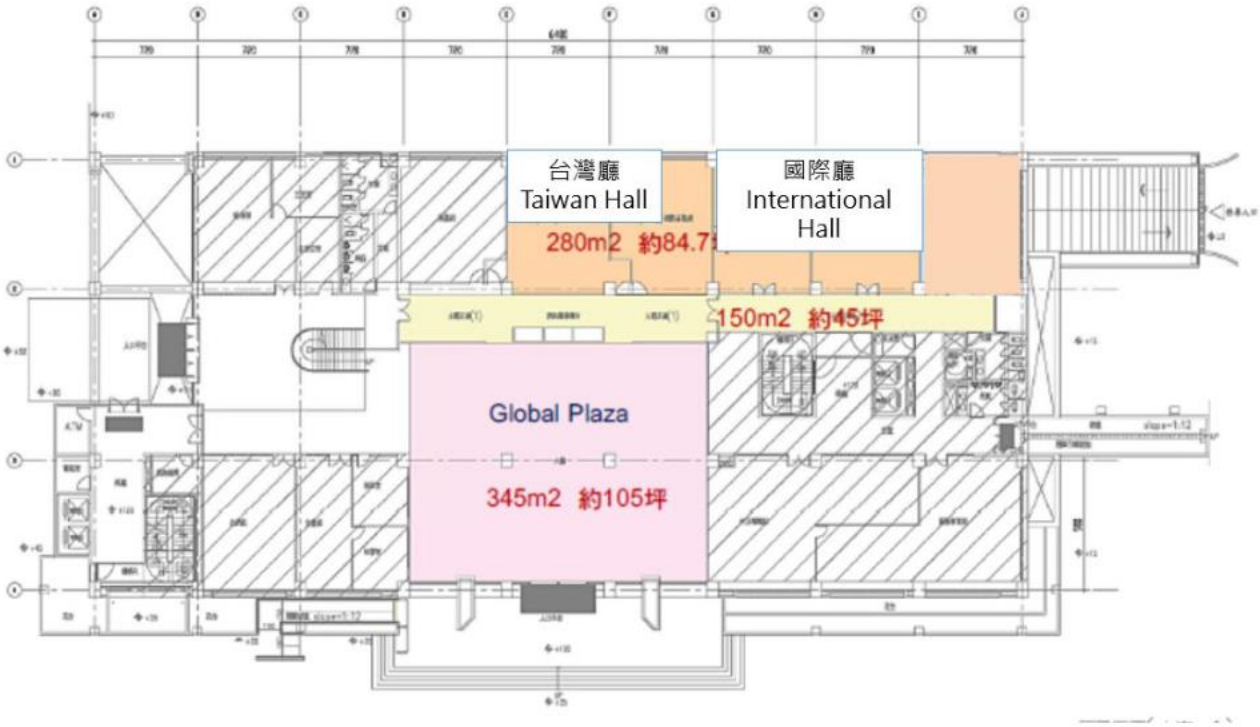
第七條 本室保留對本要點修改之權利，修改後將公告於本處網站。

Article VII The OGE reserves the right to modify the Regulations. The revision shall be posted on the website of the OGE.

第八條 本室保留優先使用權，如遇重要活動時，國際室保留優先決定權。

Article VIII The OGE reserves the right to priority use. In case of important events, the OGE reserves the right to prioritize.

長榮大學 Global Plaza 空間配置圖
Chang Jung Christian University Global Plaza Floor Plan



Global Plaza 借用申請表

借用單位/人員	
活動名稱(主題)	
活動內容(備註)	
使用日期	
使用時間	
預計使用人數	
借用設備	☐音響設備 ☐投影設備
承辦人員及 主管簽章	

場地借用相關注意事項：

1. 場地非經申請核准，不得擅自使用。
2. 請維持場地清潔及設備之完整性，活動前與結束後借用單位須負責場地清潔工作，如有設備遺失與損壞須照價賠償。
3. 辦理活動時，禁止於牆壁、玻璃及電梯張貼任何海報、指引標語；
4. 搬運展櫃、桌椅等大型物品時，請避免拖行，以免刮傷或損壞地板蠟。
5. 為撙節能源，冷氣可開放時間，離開前請務必關閉所有冷氣。
6. 大型空間需提前半小時啟動空調預冷，避免人員大量進入時造成冷度不夠。
7. 借用影音設備請確實詳讀機櫃內的說明，有問題請撥打國際室承辦人員分機(#1701)詢問，如有設備遺失與損壞須照價賠償。

已下由國際室填寫	
場地確認	☐是否已恢復場地原貌 ☐是否保持場地整潔 ☐是否已關閉所有冷氣
設備確認	☐音響設備狀況良好 ☐投影設備狀況良好
承辦人員及 主管簽章	

Application for Booking Global Plaza

Applicant(Unit/Name)	
Event Name (theme)	
Event Content (notes)	
Date of Use	
Time of Use	
Number of Participants	
Equipment borrowed	☐ Audio equipment ☐ Projection equipment
Applicant and supervisor signatures signatures	

Reminders :

1. The venue shall not be used without approved application.
2. Please maintain the cleanliness of the venue and the integrity of the equipment. Before and after the event, the borrowing unit shall be responsible for cleaning up the venue. Lost or damaged equipment shall be compensated based on full price.
3. Posters and slogans shall not be posted on walls, glass and elevators during events.
4. To conserve energy, air-conditioning may be used during specified hours. Be sure to turn off all air-conditioners before leaving.
5. For large spaces, air conditioning should be turned on half an hour in advance to pre-cool the space and avoid insufficient cooling when a large number of people enter the space.
6. Please read carefully the instructions in the cabinet of borrowed audio-visual equipment. If you have any questions, please call the extension of the Office of Global Engagement (#1701). Lost or damaged equipment shall be compensated based on full price.

To be completed by the Office of Global Engagement	
Venue confirmation	☐Is the venue restored to its original condition? ☐Is the venue kept clean and tidy? ☐Are all the air-conditioners turned off?
Equipment confirmation	☐The sound equipment is in good condition. ☐The projection equipment is in good condition.
Coordinator and supervisor signatures	