

The Lending Principle of ED822 Room of ECE

102.06.07

1. ED822 room is a paid room to arrange for the graduate students whose laboratories can't accommodate them, or the graduate students taught by a retired professor haven't graduated yet.
2. The charge for each seat is NT 2500 dollars every half year.
The charge for less than six months is NT 2500 dollars.
The charge for more than six months and less than one year is NT 5000 dollars.
3. Each professor can borrow at most 3 seats.
4. The charge for the not yet graduated student taught by a retired professor is free.
5. New professor's students not been allocated the laboratory are exempt from charges
6. The rent is paid by the Department funds.
Use the project funds to make up for the insufficient parts.
7. The application form can be obtained from Mr. Luo.

ED822 seat application form

Borrower :

User :

Tel :

Date :

Fee :

Lending Rules :

Rule 1:

The period of seat borrowing is limited to one year.
Please re-apply the seat one month before the expiry date.
If not renewed, please return the seat to the department.

Rule 2: The user can use the seat once the rent has been paid.

Rule 3: The borrower should exert the responsibility of kind administrator towards the maintenance of seat and using space.

Any change of seat and space should obtain the agreement from the institute. The borrower should bear all expenses.

If there is any alteration 、derogation, the borrower should take the responsibility of reinstatement.

Rule 4: If the borrower against Rule 3 or lent the seats to others and that verified through investigation, the department should terminate the borrowing.

The users should leave in 10 days after receive the notice. The department should make any overdue articles disposition without any objection.

Rule 5: Notify each other one month before any transaction about borrowing period.

租金來源 rent sources				
空間使用人 簽 名 User signature	空間借用人 簽 名 Borrower signature	電信所 承辦人 Undertaker	CE 電信所 空間管理人 Space Manager	CE 電信所 主管 Chairman of Department