國立政治大學圖書館創客空間場地借用申請表

流水號：＿＿＿＿＿＿＿＿　申請日期：　　年　　月　　日

申請單位名稱（系所／組織）			
申請人		電子郵件	
連絡電話	（分機）　　（手機）		
使用用途	☐ 學術研究活動 ☐ 行政會議與活動 ☐ 教學使用（授課教師：＿＿＿＿＿＿） ☐ 成果發表會 ☐ 展覽 ☐ 其它＿＿＿＿＿＿＿＿＿＿		
活動／課程名稱		使用人數	※討論發想區配置 40 席桌椅
借用時間	年　月　日　時　分　至　年　月　日　時　分		
場布時間	年　月　日　時　分　至　年　月　日　時　分 ※ 場地布置（含場地復原時間）超過借用時間一小時以上，另收逾時費用。		
借用場地／設備	☐ 討論發想區 (配置 40 席桌椅) ☐ 投影設備 ☐ Movella Xsens MVN Link 動作捕捉系統 ☐ PING P300+ 單料 3D 列印機 ☐ PING D300 雙料 3D 列印機 ☐ Esheng 熱昇華轉印機 ☐ xTool F1 雙管極速雷雕機 ☐ xTool F2 Ultra UV 紫外雷射內雕機 ☐ APEX 6090L 雷射切割雕刻機 ☐ FLUX Ador 彩色列印雷射切割機 ☐ Apple Vision Pro ☐ HTC VIVE Pro ☐ Microsoft HoloLens 2 ☐ Meta Quest 3 ☐ Pro'sKit 二代寶比機器人（含 micro:bit） 場地復原聯絡人：☐ 同申請人　姓名＿＿＿＿＿＿　電話＿＿＿＿＿＿ ※場地布置與使用後清潔與復原，由借用單位負責。		
檢附資料	☐ 活動企劃書或流程表(必備) ☐ 其他＿＿＿＿＿（如場地布置圖、海報文宣等）		
備註			
使用規範	☐ 本場地借用依「國立政治大學圖書館創客空間管理辦法」、「國立政治大學圖書館創客空間收費辦法」之規定，該辦法公告於本館網站，借用單位已詳閱了解。 申請單位主管／授課教師簽章：＿＿＿＿＿＿　日期＿＿＿＿＿＿		

※本表單蒐集之個人資料，僅限特定目的使用，非經當事人同意，絕不作其他用途，並遵循本校個資保護相關規定辦理。

承辦單位審核（借用單位勿填）

借用單位	☐ 校內主辦 ☐ 校友組織主辦／校內主辦、校外協辦之合辦 ☐ 校內協辦、校外主辦之合辦
審核結果	☐ 同意借用 ☐ 不同意借用
	☐ 不收費 ☐ 應繳場地維護金額＿＿＿＿＿＿元 審核人簽章：＿＿＿＿＿＿ 日期：＿＿＿＿＿＿
承辦人	組長
繳費確認	已於＿＿＿年＿＿月＿＿日繳交，收據編號：＿＿＿＿＿＿ 確認人簽章：＿＿＿＿＿＿ 日期：＿＿＿＿＿＿

說明：

一、收費時段

（一）半日：以全日時段內四小時為一單位。

（二）全日：9:00-17:00 共八小時。

（三）借用時間未達半日者，以半日計費；超過半日未達全日者，以全日計費。

（四）場地逾時歸還者，逾時費用以每小時加計。

二、收費標準

借用單位類別	創客空間場地維護管理費		逾時費用
	半日	全日	
校內主辦	500 元	1,000 元	125 元
校友組織 校內主辦、校外協辦之合辦	1,000 元	2,000 元	250 元
校內協辦、校外主辦之合辦	2,000 元	4,000 元	500 元

三、收費說明

（一）經申請核准者，得借用本空間場地，並依規定繳交場地維護管理費。

（二）有設備操作等人力需求者，須由本館指派專人協助，費用由借用單位支付。

（三）校友組織係指系友會或各學程校友會等。

（四）借用單位應於使用前一個月內繳交場地維護管理費。

四、退費說明

（一）退費金額

1. 活動日 30 天前(不含活動日)取消，全額退費。
2. 活動日 30 天內取消，已付費用退費 50%。
3. 活動日七天內取消，不退費。

（二）若遇不可抗力之因素(如颱風、地震等天災)須取消活動，已付費用全額退費。

五、本校課程借用場地每科目每學期以五次為原則，得免收費，超次使用須依本辦法收費。

六、其他未盡事宜，悉依本館相關規定辦理。

National Chengchi University Library Maker Space Application Form

No.:_____ Date(yyyy/mm/dd):_____

Department/Organization			
Name		Email	
Contact Number	(Ext.)	(Phone)	
Activity	☐ Academic Research Activities ☐ Administrative Meetings ☐ Lecture (Professor:_____) ☐ Presentation and Exhibition ☐ Other Activities_____		
Name of the Course or Activities		Number of Participants	* 40 seats with tables in the discussion area.
Borrowing Time	yyyy/mm/dd hh:mm to yyyy/mm/dd hh:mm ｜		
Setup Time	yyyy/mm/dd hh:mm to yyyy/mm/dd hh:mm ｜ ※ An overtime fee will be charged if setup and cleanup exceed the reserved time by over 1 hour.		
Borrowing Area/ Equipment	☐ Discussion Area (40 seats with tables) ☐ Projector ☐ Xsens Motion Capture ☐ PING P300+ FDM 3D Printer (Single) ☐ PING D300 FDM 3D Printer (Dual) ☐ Esheng Heat Press ☐ xTool F1 ☐ xTool F2 Ultra UV Laser Engraver ☐ APEX 6090L Laser Engraver ☐ FLUX Ador ☐ Apple Vision Pro ☐ HTC VIVE Pro ☐ Microsoft HoloLens 2 ☐ Meta Quest 3 ☐ Pro'sKit Robot (include micro:bit) Contact Person for Cleanup： ☐ Same as the applicant Name:_____ Phone Number:_____ *Please note that the borrowing unit should be responsible for setup and cleanup and after use.		
Attached Documents	☐ Event Proposal or Schedule (Required) ☐ Other Documents _____ (Posters, Promotional Materials, etc.)		
Notes			
Usage Regulations	☐ The application of this form complies with the regulations outlined in the "**National Chengchi University Dah Hsian Seetoo Library Maker Space Management Regulations"** and the "**National Chengchi University Library Maker Space Fee Regulations"** which are publicly available on NCCU Library website. The borrowing unit has read and understood these regulations. Signature of Unit Supervisor / Course Instructor：_____ Date：_____		

※The personal information collected on this form is only for specific purposes and will not be used for any other purposes without the consent of the individual. We adhere to the relevant regulations on personal data protection of our university.

Review (By R&D section)

Category of Borrowing Unit	☐ Hosted by NCCU ☐ Hosted by NCCU / Alumni Association and External Co-organizer ☐ Hosted by External Organizer and NCCU Co-organizer
Review	☐ Disapproval of Borrowing ☐ Approval of Borrowing ☐ Free ☐ Rental Fee: _____ Reviewer Signature：_____ Date：_____
Reviewer:	Section Manager:
Payment Confirmation	Receipt Number:_____ Payment Date:_____ Reviewer Signature:_____ Date：_____

1. **Charging Period**
   (1) Half Day: A unit of four hours within the full-day time period.
   (2) Full Day: 9:00-17:00.
   (3) If the borrowing time is less than half a day, it will be charged as half a day; If it exceeds half a day but is less than a full day, it will be charged as a full day.
   (4) An overtime fee will be charged per hour.
2. **Charging Standards**

Category of Borrowing Unit	Maker Space Rental Fee (NTD)		Overtime Fee
	Half Day	Full day	
Hosted by NCCU	500	1,000	125
Hosted by NCCU / Alumni Association and External Co-organizer	1,000	2,000	250
Hosted by External Organizer and NCCU Co-organizer	2,000	4,000	500

3. **Charging Information**
   (1) Only those who have been approved through application can borrow Maker Space and are required to pay rental fee.
   (2) If there are required additional service, such as equipment operation guide, personnel will be assigned by the library to assist, and the borrowing unit will be responsible for paying the associated fees.
   (3) Alumni Association refers to alumni associations such as departmental alumni associations or alumni associations of various programs.
   (4) The borrowing unit should pay rental fee one month prior to the borrowing date.
4. **Refund**
   (1) Refund Amount
      i. Cancellation made 30 days before the event day (excluding the event day) will receive a full refund.
      ii. Cancellation made within 30 days of the event day will receive a 50% refund of the paid fee.
      iii. Cancellation made within seven days of the event day will not be eligible for refund.
   (2) In the event of force majeure (such as typhoons, earthquakes, and other natural disasters) resulting in the cancellation of the event, the full amount paid will be refunded.
5. **For each NCCU course borrowing Maker Space up to five times per semester is free from charges. Additional usage beyond this limit will be subject to the fee schedule outlined in these regulations.**
6. **Any other matters not covered herein shall be handled in accordance with the relevant regulations of the library.**