**Space Rental Application Form of the College of Engineering of National Chung Hsing University**

Applicant (Stamp and signature): Unit:

Phone number: E-mail:

Head of the Unit (Stamp and signature):

1. Funding source for the space rental:
2. Space to be rented and the the rate (Please tick and fill the fee in the blank. Each square meter is at least NT$700.):
□ Large classroom (150M2) on B1 at the Applied Science and Technology Building. The total amount for each year is NT$\_\_\_\_\_\_\_\_\_\_\_\_\_.
□ Video conference room (150M2) on B1 at the Applied Science and Technology Building. The total amount for each year is NT$\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Rental period: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 year)
4. Rental purpose: □ Laboratory □ Office □ Laboratory
5. Brief description for the rental purpose (please describe the number of people using the space and urgent need for the space)

Date:

**Affidavit for Space Rental of the College of Engineering of National Chung Hsing University**

Borrower:

Rental space:

□ Large classroom (150m2) on B1 at the Applied Science and Technology Building

□ Video conference room (150m2) on B1 at the Applied Science and Technology Building

Rental purpose:

Rental period: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 year)

The space rented at the College of Engineering is for educational and research purpose. Please comply with the following regulations:

1. The space is not allowed to be remodeled or changed in any form. The borrower shall be responsible for the maintenance of its safety. If any remodeling is needed, the General Affairs Department shall consent to it in advance.
2. The borrower shall comply with the space rental regulations of NCHU, and the rental purpose shall consist with the written affidavit. The space shall not be subleased, mortgaged, or to create any right of the space.
3. After the expiration or early termination of the lease, the borrower shall clean up and restore the place and return the key (access card) to the Management Committee unconditionally.
4. In accordance with the regulations, the borrower shall bear not only the space rental but also the maintenance fee, utility fee, or other taxes and fines attributed to the use of the space.
5. If the borrower is in breach of the aforementioned regulations, NCHU may discipline if necessary.
6. In the event of incomplete regulation, please refer to the Regulations of Space Management and Rate of the College of Engineering of National Chung Hsing University.

Borrower’s signature:

Job title:

Name:

Date of execution: