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| **Chaoyang University of Technology** **Extracurricular Activities Section, Office of Student Affairs****On-campus Use of Equipment Borrowing Request Form** |
| Unit Name |  | Event Name | □ On-campus □ Off-campus | Application Date（submission date） | \_\_\_\_\_/\_\_\_\_/\_\_\_\_ Year Month Day　 |
| Borrowing Duration | \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_(\_\_\_\_\_\_\_\_\_);\_\_\_\_\_:\_\_\_\_\_to \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_(\_\_\_\_\_\_\_\_\_);\_\_\_\_\_:\_\_\_\_\_ Year Month Day Day of Week Hour Minute Year Month Day Day of Week Hour Minute |
| Staff/Faculty |  | Unit | 　　　　　　 | Ext. |  |
| Responsible Person |  | Dept. & Class | Department:　　 Year: 　　Class: | Mobile Number |  |
| Equipment  | Quantity of Inventory | Borrowing Quantity | Quantity Approved | Borrowing Confirmation | Return Confirmation | Equipment Number | Accessories  |
| **Walkie Talkie** | 20  |  |  |  |  |  | Antenna\*1, Charger Set\*1, Battery\*1 Instruction Manual\*1, Belt Clip\*1 |
|  | Charger\_\_\_\_ |
| **Digital Camera** | 5  |  |  |  |  |  | Cleaning Kit\*1, Battery\*1, Tripod \*1, Transmission Cable\*1, Charging Plug\*1 |
| **Strip Light** | 40 |  |  |  |  |  | Charger\*1 Remote Control\*1, Remote Control\_\_\_\_ |
| **Ball Light** | 14 |  |  |  |  |  | Charging Cable\*2 |
| **Large Amplifier** | 8 |  |  |  |  |  | Power Cable\*1, Wireless Microphone\*2 |
| **Portable Amplifier** | 2 |  |  |  |  |  | Power Cable\*1, Wireless Microphone\*2Remote Control\*1 |
| **Hand-carry Amplifier** | 2 |  |  |  |  |  | Headset+ Clip-on Mic\*1, Power Supply\*1 |
| **Hard Disc Video Camera** | 4 |  |  |  |  |  | Power Cable\*1, Transmission Cable\*1, Battery\*1 |
| **Single-Shot Projector** | 1 |  |  |  |  |  | Power Cable\*1, Transmission Cable\*1 |
| **Mini Projector** | 3 |  |  |  |  |  | Power Cable\*1, AV Connection Cable\*1 HDMI Connection Cable\*1, VGA Connection Cable\*1Remote Control\*1, Tripod\*1 |
| **Laptop** | 8 |  |  |  |  |  | Power Cable\*1, Mouse\*1 |
|  **Outdoor Canopy** | 20 |  |  |  |  |  | Big Canopy\*10, Small Canopy\*4Cloth Sidewall\_\_\_\_\_（8 sets，4 pieces per set） |
| **6-M Inflatable Arch** | 1 |  |  |  |  |  | Air Blower\*\_\_\_\_\_ (2) Fabric Banner\*\_\_\_\_(2) Sand Bag\*\_\_\_\_ (15) |
| **8-M Inflatable Arch** | 2 |  |  |  |  |  | Air Blower\*\_\_\_\_\_ (2) Fabric Banner\*\_\_\_\_(2) Sand Bag\*\_\_\_\_(15) |
| I**nflatable Tube** | 3 |  |  |  |  |  | Air Blower\*\_\_\_\_(1) Fabric Banner\*\_\_\_\_(1) Metal Frame\*\_\_\_\_(1) |
| **Stage A** | 24 |  |  |  |  |  | 1. **The height of stage A and stage B are different. (B is higher than A)**
2. **Please attach a draft for the stage setup and mark the places where clamps are required**
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| **Stage B** | 23 |  |  |  |  |  |
| **Stage Panel** | 17 |  |  |  |  |  |
| **Stage Assembling Parts** | **Approved Accessories** | **Pick-up Confirmation** | **Return Confirmation** |  |
| Double Clamp\*\_\_\_\_\_\_ (58) | Approved\_\_\_ |  |  |
| Quadruple Clamp\*\_\_\_\_\_\_(55) | Approved\_\_\_ |  |  |
| Screw\*\_\_\_\_\_\_ (204) | Approved\_\_\_ |  |  |
| Washer\*\_\_\_\_\_\_ (204) | Approved\_\_\_ |  |  |
| Hex key \*\_\_\_\_\_ (3) | Approved\_\_\_ |  |  |
| Please pick up the equipment on\_\_\_\_\_(Y)/\_\_\_\_\_(M)/\_\_\_\_\_(D);＿＿：＿＿～＿＿：＿＿; handled by： | **EAS Review Result** | Approved by |  |
| Please return the equipment on\_\_\_\_\_(Y)/\_\_\_\_\_(M)/\_\_\_\_\_(D);＿＿：＿＿～＿＿：＿＿; handled by： | Registered by |  |

Approval Date：

Notification for collecting personal data: The purpose of collecting personal information, such as name and contact number (Individual identifier: C001-information leading to the identity of an individual), in this form is for processing school equipment loaning procedure during the borrowing duration within the school and for the time when the contact of the data subject becomes necessary. Any incomplete information might jeopardize the data subject’s right to borrow the school equipment. Every data subject may, under Article 3 of the Personal Data Protection Act, act upon his/her right to inspect and correct his/her personal information. Please contact the Extracurricular Activities Section (Ext. 5024) of the Office of Student Affairs for the exercise of such rights.

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| **Borrower** |   ※Please sign and date on the borrowing date. | **Person Returning** |  ※Please sign and date on the returning date. |

**Equipment Borrowing Instructions**

Revised on 2019/09/04

**1.Application**

Complete the Equipment Borrowing Request Form and mark the equipment and quantity to be borrowed. The form should be submitted to the Extracurricular Activities Section 7 days before the event (excluding Saturday and Sunday). Information of a staff or a faculty of the borrowing unit is required in addition to the name of the student who will be picking up the equipment.

**2. Approval**

Student Clubs are given priority for approval of the equipment borrowing request over other departments and units, and only those requests dated within 30 days will be reviewed for approval. The actual number of equipment available will depend on the approved quantity stated on the equipment list.

**3. Borrowing**

To maintain the rights of the student clubs and effectively manage the allocation of the equipment, please make sure to pick up the equipment as scheduled. The student workers of the Extracurricular Activities Section will test and explain the use of the equipment. Make sure to carefully exam the condition of the equipment and check the accessories and quantities. Afterward, please sign on the original copy of the Equipment Borrowing Request Form and leave a photo ID (Faculty & staff ID, student ID, personal ID, driver’s license, motor license) with the on-duty student worker. If the person picking up the equipment is not the person responsible, please fill in the borrower column with the name and the phone number of the person picking up the equipment for tracking purposes.

**4. Returning**

Due to the high demand for the equipment, please make sure to return the equipment as scheduled so as not to affect the right of the succeeding borrower. If the equipment is lost or damaged at the time of return, it is required to complete the "Equipment Lost and Damage Report Form", that could be acquired from the on-duty student worker, and choose a method of compensation. The retained photo ID will be returned after every procedure is completed.

**5. Others**

If other club or unit has already signed up for the equipment requested, coordination as to the borrowing priority should be carried out by the involved parties themselves. Please complete and submit the “Equipment Borrowing Coordination and Adjustment Form” downloaded from the webpage of the Extracurricular Activities Section after the parties come to an agreement.

**6. Damage and loss**

Should the equipment be damaged, it must be repaired to the same condition that it was lent. If the equipment is lost during the borrowing period, a replacement of the same model or other model that has the same level of the function should be purchased. The retained photo ID will be returned upon completion of all returning procedure.

Borrowing Department/Unit:

Faculty & Staff (Signature):

Responsible Person (Signature):

Case Officer of the Extracurricular Activities Section (Signature):

Date:

Revised on 2019/09/04