

Application Form for Space Rental – Department of Chemistry, National Taiwan Normal University

Applicant Unit Category	☐ External Unit (Official Stamp Required) ☐ Project led by another NTNU unit ☐ Project led by Department faculty/staff ☐ Official business of College of Science Dean's Office ☐ Department Student Club ☐ Other : _____			Stamp of the Applicant Organization	
	Funding Source ☐ NTNU Internal Fund (Internal Transfer) (No receipt will be issued if project codes start with T, D, H, or I) ☐ Other				
Applicant / Event Organizer		Unit & Title			
		Phone / E-mail			
Event Name				Number of participants	
Reservation Date, Slot & Venue	Please specify Date, Time Slot: 8-12 / 13-17 / 18-22, and Room/Lab Name				
Applicant Unit Head / Principal Investigator (Seal/Signature)					
Total Amount <u> </u> NT					
Lab Teaching Assistant / Space Administrator (Signature)					
Processor			Department Head Approval		

- Notice: 1. Products that pose a threat to national ICT security (such as software, hardware, and services from Mainland Chinese brands) are strictly prohibited in the rented venues. If any equipment is found to be hacked or compromised, please turn off the power immediately and inform the NTNU venue management staff for further action.
2. To strengthen information security management, renting personnel shall comply with NTNU audits regarding the ICT hardware and software used. If any prohibited products that endanger national ICT security are detected, NTNU will issue a notice requiring rectification within a specified deadline. Renting personnel must complete the required improvements within the given timeframe.