

National Kaohsiung University of Hospitality and Tourism

Application Form for Use of the Co-Creation and Co-Learning Base

Venue to be Borrowed	☐ Dunpin Hall (Co-Creation Base) ☐ Lixue Hall (Co-Learning Space)
Borrowing Period (Including setup and teardown)	From: _____ Year _____ Month _____ Day _____ Hour _____ Minute To: _____ Year _____ Month _____ Day _____ Hour _____ Minute
Borrowing Unit	
Activity Category (Please attach agenda/program)	☐ Official University Course ☐ On-campus Activity ☐ Official Visit or Inspection ☐ Student Organization Activity ☐ Other: _____
Activity Name	
Activity Description	Please describe the purpose of the activity, target participants, expected number of participants, anticipated benefits, etc. An activity proposal may also be attached for supplementary explanation.
Payment Method	☐ Bank Transfer / Remittance Account Name: NKUHT 401 Account Bank: First Commercial Bank (Bank Code: 007) Branch: Siaogang Branch (Branch Code: 7143) Account Number: 714300-10289 ☐ Cash (Please fill in the information below) Receipt Title: _____ Tax ID Number: _____

Borrower	☐ I have carefully read the “Regulations Governing the Use and Fee Management of the Co-Creation and Co-Learning Base” and shall bear all related responsibilities in the event of any violation. Signature/Seal: _____ Contact Number: _____
Supervisor / Advisor Signature of Borrowing Unit	
Number of Users	_____ Persons
Review Result	☐ Approved. Please complete payment before _____ Year _____ Month _____ Day. Total Amount: NT\$ _____ (Overdue payment shall be deemed a forfeiture.) Venue Usage Fee: NT\$ _____ Deposit: NT\$ _____ ☐ Not Approved
Handler	
Managing Unit Supervisor	
Payment Confirmation	☐ Payment has been confirmed. (Receipt No. _____)
Venue Usage Settlement Record	☐ Venue/Equipment: ☐ No Damage ☐ Damaged Damage Amount: NT\$ _____ Refunded Deposit: NT\$ _____ ☐ Additional Fees Required: ☐ Overtime Fee ☐ Insufficient Deposit ☐ Other Fees Amount: NT\$ _____