

**National Taiwan Ocean University
Concert Hall Venue Lease Application Form**

Purpose	
Time used	From _____, 20____, ____ a.m./p.m. to _____, 20____, ____ a.m./p.m.
Conditions Met	Lease application is approved according to Codes of Management, Section 2 (Check one): <input type="checkbox"/> Item 1: Arts & cultural events or lectures held by NTOU offices and student clubs <input type="checkbox"/> Item 2: Academic & promotion events held by NTOU Office of Library and IT <input type="checkbox"/> Item 3: Interuniversity academic conference approved by NTOU <input type="checkbox"/> None of the above, but no other venues available.
Equipment needed	<input type="checkbox"/> Wired mic 1 <input type="checkbox"/> Mini mic 1 <input type="checkbox"/> Mic stand 1 <input type="checkbox"/> Output cable for NB (NB not included) <input type="checkbox"/> DVD <input type="checkbox"/> Piano

To the Art Center:

The undersigned hereby files in the application to use the above-mentioned venue and equipment in accordance with the Codes of Management and assures to accept the demand to stop using the facilities upon any violation of the said Codes and pledges to bear full liability for any damage caused by improper use.

Office: _____
 Head: _____ (Signature)
 Applicant: _____ (Signature)
 Telephone: _____
 Date: _____

Management Unit	Co-signing Offices	Final Decision
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Please specify reason: _____) Clerk: _____ Head: _____		

Notes:

1. Please refer to the "Codes of Management of NTOU Concert Hall" for conditions of application. Unqualified applications will not be considered.
2. Equipment for lease is limited to that in the existing venue.
3. Applications should be filed with the management unit no less than a week prior to the date of event.
4. Applications are evaluated by all related management units and subject to the final approval of the director of the Center.
5. **Applications filed due to no alternative venues available are subject to the approval of NTOU president.**