**Department of Oceanography**

Application Form for Space Reservation

Date of application: (y) (m) (d)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant |  | Title | □ Teacher □ Contract researchers□ Others  |
| Phone number |  | Rental space number |  |
| Unit of charge  |  | Start and end of the reservation period |  |
| Space category |  | Purpose of space reservation |  |
| Notes |  |
| The above section shall be filled out by the applicant |
| Result of review | □ Accept and charge the applicant at the specified unit and rate of charge □ Reject |
| Case officer |  | Signature of the director |  |
| **Instructions for space reservation** |
| 1. Charge rate for space reservation at the Department of Oceanography (approved in the second Department Affairs Council meeting in the first semester of the 2016–2017 academic year):

|  |  |
| --- | --- |
| Unit of charge(unit: per 8 × 4 m2) | Rate of charge(unit: NT$/month) |
| 1st unit of charge | 500 |
| 2nd unit of charge  | 1000 |
| 3rd unit of charge | 2000 |
| 4th unit of charge | 4000 |
| For the fifth unit of charge and above, a rate of charge of NT$4000/month is applied. |

2. The applicant shall use the space properly and safely and will be liable for repayment for any damage to equipment in the space.3. The applicant shall restore the space to its initial state once the reservation period ends. |