

## Space Rental of the Department of Oceanography

Space	Number of seats	Fees	Equipment provided
E classroom (MA3040)	60	NT\$1,000 per hour NT\$3,500 for half day NT\$6,000 for full day NT\$300 per hour for use of air conditioning	- a single beam projector - a projection screen - microphones - a multifunctional lectern - internet sockets
Regular classroom (MA1005, MA2009)	72	NT\$250 per hour NT\$900 for half day NT\$1,700 for full day NT\$200 per hour for use of air conditioning	- a single beam projector - a projection screen - microphones - internet sockets - an electronic lectern
Regular classroom MA2022, MA2039, MA2042, MA2060	24	NT\$200 per hour NT\$700 for half day NT\$1,300 for full day NT\$200 per hour for use of air conditioning	- a single beam projector - a projection screen - internet sockets

Notes:

1. A management and cleaning fee of NT\$500 per day/use is applicable.
2. The classroom rental should be applied during regular office hours. Applications during off hours must first be approved, and applicants must return any items borrowed such as keys or air conditioning cards before 9 a.m. the following day.
3. To rent a classroom, please fill the Classroom Rental Application Form and submit it to the respective staff at least seven days in advance to allow the department office to make the necessary arrangements.
4. Once an application is approved, please pay the fee via the online payment system (<http://140.117.13.70/OLPRS/first.html>) of the Payroll & Cashier Division. Please click on "Make a payment," select "Department of Oceanography" as the payee, and select the payment category "Classroom rental fee". Next, enter the payer information and click "Submit." Then, pay the fees through ATM transfer or by credit card.
5. The rental application is complete once the required payments have been received. The university will print a receipt for the payer's records or for budget write-offs.
6. Applicants should pay for any costs incurred to repair/purchase any damaged or missing equipment.
7. Users may eat and drink in the classrooms. However, please make sure the classrooms are returned to their original conditions after use.
8. Faculty members from the Department of Oceanography have priority in using the classrooms even after a Classroom Rental Application Form has been approved.

**Department of Oceanography, National Sun Yat-sen University**  
**Classroom Rental Application Form**

(y)/ (m)/ (d)

Room	Date	Number of users	Purpose of use
<input type="checkbox"/> MA1005 <input type="checkbox"/> MA2009 <input type="checkbox"/> MA2022 <input type="checkbox"/> MA2039 <input type="checkbox"/> MA2042 <input type="checkbox"/> MA2060 <input type="checkbox"/> MA3040	<p align="center">From</p> <p align="center">(y)/ (m)/ (d)</p> <p align="center">To</p> <p align="center">(y)/ (m)/ (d)</p>		
Name of applicant		<p align="center">Associated faculty member <i>or</i> head of applicant's department/unit</p>	
Department/unit of the applicant and phone number			<p align="center">The above section shall be filled out by the applicant</p>
Signature of case officer		Signature of the director	