

National Chengchi University Library Makerspace Application Form

No. : _____ Date(yyyy/mm/dd) : _____

Department/Organization			
Name		Email	
Phone Number	(Telephone)	(Cell Phone)	
Activity	<input type="checkbox"/> Academic Research Activities <input type="checkbox"/> Administrative Meetings <input type="checkbox"/> Lecture (Professor: _____) <input type="checkbox"/> Presentation and Exhibition <input type="checkbox"/> Other Activities _____		
Name of the Course or Activities		Number of Participants	
Borrowing time	yyyy/mm/dd hh:mm to yyyy/mm/dd hh:mm		
Setup Time	yyyy/mm/dd hh:mm to yyyy/mm/dd hh:mm		
Borrowing Area/ Equipment	<input type="checkbox"/> Discussion Area <input type="checkbox"/> Projector <input type="checkbox"/> 3D Scanner <input type="checkbox"/> FDM 3D Printer(Dual) <input type="checkbox"/> FDM 3D Printer(Single) <input type="checkbox"/> Light Curing 3D Printer <input type="checkbox"/> Laser Engraver <input type="checkbox"/> Heat Press <input type="checkbox"/> Xsens Motion Capture <input type="checkbox"/> VR <input type="checkbox"/> HOLOLENS Contact Person for Cleanup : <input type="checkbox"/> Same as the applicant <input type="checkbox"/> Name: _____ Phone Number: _____ *Please note that the borrowing unit should be responsible for setup and cleanup and after use.		
Attached Documents	<input type="checkbox"/> Event Proposal or Schedule (Required) <input type="checkbox"/> Other Documents _____ (Posters, Promotional Materials, etc.)		
Notes			
Usage Regulations	<input type="checkbox"/> The application of this form complies with the regulations outlined in the 《Management Regulations of National Chengchi University Library Makerspace》 and the 《Charging Regulations of National Chengchi University Library Makerspace》 which are publicly available on NCCU Makerspace website. The borrowing unit has read and understood these regulations. <div style="text-align: right;">Signature : _____ Date : _____</div>		

※The personal information collected on this form is only for specific purposes and will not be used for any other purposes without the consent of the individual. We adhere to the relevant regulations on personal data protection of our university.

Review (By R&D section)

Category of Borrowing Unit	<input type="checkbox"/> Hosted by NCCU <input type="checkbox"/> Hosted by Alumni Association or Internal Organization <input type="checkbox"/> Hosted by External Organization
Review	<input type="checkbox"/> Disapproval of Borrowing <input type="checkbox"/> Approval of Borrowing <input type="checkbox"/> Free <input type="checkbox"/> Rental Fee Reviewer Signature : _____ Date : _____
Reviewer:	Section Manager:
Payment Confirmation	Payment Date : Receipt Number : Reviewer Signature : _____

1. Charging Period

- (1) Half Day: A unit of four hours within the full-day time period.
- (2) Full Day: 9:00-17:00.
- (3) If the borrowing time is less than half a day, it will be charged as half a day; If it exceeds half a day but is less than a full day, it will be charged as a full day.
- (4) An overtime fee will be charged per hour.

2. Charging Standards

Category of Borrowing Unit	Makerspace Rental Fee (NTD)		Overtime Fee
	Half Day	Full day	
Hosted by NCCU	500	1,000	125
Hosted by Alumni Association or Internal Organization	1,000	2,000	250
Hosted by External Organization	2,000	4,000	500

- (1) Only those who have been approved through application can borrow maker space and are required to pay rental fee.
- (2) If there are required additional service, such as equipment operation guide, personnel will be assigned by the library to assist, and the borrowing unit will be responsible for paying the associated fees.
- (3) Alumni Association refers to alumni associations such as departmental alumni associations or alumni associations of various programs.
- (4) The borrowing unit should pay rental fee one month prior to the borrowing date.
- (5) For each NCCU course borrowing Makerspace up to five times per semester is free from charges. Additional usage beyond this limit will be subject to the fee schedule outlined in these regulations.

3. Refund

(1) Refund Amount

- a. Cancellation made 30 days before the event day (excluding the event day) will receive a full refund.
- b. Cancellation made within 30 days of the event day will receive a 50% refund of the paid fee.
- c. Cancellation made within seven days of the event day will not be eligible for refund.

(2) In the event of force majeure (such as typhoons, earthquakes, and other natural disasters) resulting in the cancellation of the event, the full amount paid will be refunded.

4. Any other matters not covered herein shall be handled in accordance with the relevant regulations of the library.