

# 銘傳大學桃園校區烤肉場使用申請表

Application Form for Using BBQ Sites Located on Ming Chuan University Taoyuan Campus

年(YYYY) 月(MM) 日(DD)

申請單位 Applying Unit		申請人 Applicant	
使用時間 Usage Time	年 月 日 時 分 Year / Month / Day / Hour / Minute 至 to 年 月 日 時 分 Year / Month / Day / Hour / Minute	人數 No. of Participants	(三百人為限) (Limited to 300 individuals)
事由 Reason			
系主任 Chair		批示 Comments	
實際到場老師 Responsible Faculty/staff on the day of the event		副處長 Deputy Executive Director	
學務組 Student Affairs Division			
總務組 General Affairs Division			
成功行政暨 能源管理組 Chengkung Administration and Energy Management Section			
環安中心 Environmental Protection and Occupational Safety and Hygiene Center			

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The information collected is only for the purposes of temporary parking permit application. Information is processed according to Ming Chuan University (MCU) information maintenance and security management regulations and shall not be disclosed or provided to any third party without prior consent, nor transferred for any other uses. (For more details on personal information management, please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL <http://pims.mcu.edu.tw>.)

<p>附註 Note</p>	<p>1、使用完畢後，須負責該區之清潔及垃圾帶離現場，尤應注意餘燼之熄滅。 Following use, the BBQ area must be cleaned up and garbage disposed of properly; more importantly, users must ensure that fire is completely extinguished before leaving.</p> <p>2、嚴禁燃放煙火或任何有危及校區安全之事項。 Setting off fireworks or engaging in any dangerous activities that might endanger campus safety are strictly prohibited.</p> <p>3、如違反 1、2 項規定，將取消該學年申請使用之資格。 Applicants who violate the first or second regulations will not be permitted to use the BBQ sites again during that academic year.</p> <p>4、請於一週前提出申請，實際到場老師或指定代理人需全程參與，否則，不予受理。 Please submit your application at least a week in advance. Moreover, responsible staff members on the day of the event must be present during the entire activity process; otherwise, the application will not be accepted.</p> <p>5、公共設施如有毀損，須負責修復或賠償。 Users are responsible for repairing or making compensation for any damaged equipment or facilities within the BBQ sites.</p> <p>6、須以團體名義申請，個人名義申請不予受理。 Only group applications are accepted, no individual applications.</p> <p>7、本表核可後，請至總務組領取。 After being approved, please come to General Affairs Section for the permission document.</p>	
<p>借用時間 BBQ Site Availability</p>	<p>1.週一至週五：17:00-21:00 2.週五中午：12:00-14:00 3.假日：08:00-21:00</p>	<p>Monday thru Friday：17:00-21:00 Friday Afternoon：12:00-14:00 Holiday：08:00-21:00</p>
<p>承辦單位 Contact person</p>	<p>日間：總務組 夜間：環安中心         值班教官(21:00 以後) 假日：警衛</p>	<p>Day Shift：General Affairs Division Night Shift：EPOSH Center                 Duty Drillmasters (after 21:00) Holiday Shift：School security guard</p>

## 烤肉區活動結束安全確認表

### BBQ Site Safety Checklist at the End of the Activity

序號	注意事項	是	否
No.	Checklist	YES	NO
1	木炭已在水桶浸泡過 Used charcoal soaked in water buckets		
2	烤爐灰燼完全熄滅 Fire in the grill is extinguished		
3	沒有易燃物留置於現場 No flammable substances at the BBQ site		
4	垃圾完全清除 All garbage removed from the BBQ site		
5	設施已恢復完好 All equipment back in its proper place after use		
6	借用物品已歸還(如:水桶、滅火器...) Borrowed items such as water buckets and fire extinguishers are returned		

申請人簽名(Signature of Applicant) : \_\_\_\_\_

確認者簽名(Signature of Validator) : \_\_\_\_\_