

臺北醫學大學營養學院會議室使用規則

Taipei Medical University College of Nutrition Conference Room Use Regulations

107 年 03 月 21 日院主管會議新定通過
Formulated and approved on March 21, 2018 by the College Executive Meeting

第一條 為有效管理營養學院（以下簡稱本院）之會議室，特訂定「臺北醫學大學營養學院會議室使用規則」（以下簡稱本規則）。

Article I In order to effectively manage conference rooms in the Taipei Medical University College of Nutrition (hereinafter referred to as the College), the Taipei Medical University College of Nutrition Conference Room Use Regulations (hereinafter referred to as the Regulations) are hereby formulated.

第二條 本會議室採預約登記制，每次借用時間以小時為單位，請洽營養學院辦公室登記。

Article II A reservation system is adopted for conference room use. Each reservation is on an hourly basis. Contact the College of Nutrition office for reservations.

第三條 登記借用先後順序為：

Article III The order of priority for reservations is as follows:

1. 學院課程、會議
1. College of Nutrition courses and meetings.
2. 院內單位課程、會議
2. Courses and meetings of College units.
3. 院內教師實驗室會議
3. Lab meetings for teachers in the College.
4. 院內學生會議、活動
4. Meetings and activities for students in the College.
5. 其他校內單位(僅提供即日起一個月內之借用)。
5. Other on-campus units (reservations only available when

made one month in advance).

若營養學院及轄下單位舉行緊急且必要事務時，因私人聚會借用者，請改期或更改地點。

If the College of Nutrition and its units have urgent and necessary business affairs, private borrowers shall reschedule their reservation or change their venue.

第四條 借用人(或上課班級代表)請上班時間內至院辦公室借用會議室鑰匙(需填寫鑰匙借用本)，並自行確認會議設備可正常使用。

Article IV Borrowers (or class representatives) may obtain the conference room key from the College office during working hours (key loan log book must be filled out), and ensure that the conference equipment is functional.

第五條 會議室使用完畢請將會議桌椅恢復原狀，關閉會議設備、電燈及空調並將門窗上鎖。

Article V After using the conference room, restore the table and chairs to their original state, turn off the equipment, lights and air conditioners, and lock the windows and doors.

第六條 若違反上述相關規定，經勸導未改善者，將暫停借用權限一個月。

Article VI Those who violate the abovementioned regulations and who show no improvement after a warning shall have their right to use the room suspended for one month.

第七條 本規則由院主管會議通過；修正時亦同。

Article VII These Regulations are approved by the College Executive Meeting; the same shall apply to any amendments.