

# 大會議室借用規定

長庚大學 工業設計學系製

## 借用手續

1. 請於使用前一日請學生攜帶證件至系辦公室登記。
2. 使用時間若有衝突，以系所會議優先使用。
3. 使用後若未依規定清理，超過二次（含）則不得再借用。

## 注意事項

1. 請注意勿將飲料傾倒，以免弄髒地毯。
2. 禁止吸煙及嚼食口香糖。
3. 請維持會議桌之整潔，會後將桌面擦拭乾淨，並將垃圾攜出丟棄。
4. 離去時，請將「全部電源」關掉，並請將門關閉上鎖。

# The rules for the meeting room of CGID

## The process of using the meeting room

1. Please register the meeting room for the course with the “student ID card” before 2 days.
2. The meeting of the department has the priority than the classes.
3. If did not clean the meeting room after the classes, it won't be allow to use the meeting room again.

## Notes

1. Don't topple the drink on the carpet.
2. Don't smoking and no chewing gum.
3. Please keep clean for the meeting table and take the trash away.
4. Please turn off the light and air condition when the class finish.
5. Please keep the door close and locked when you leave finally.