

# **Asia University**

## **Borrowing and Management Guidelines for Equipment of Student Activities**

2011.01.04 Approved by the 15<sup>th</sup> Student Affairs Meeting of the 2010 Academic Year  
2011.10.24 No.1001024004 Issued by Office of Student Affairs

Article 1 Borrowing and Management Guidelines for Equipment of Student Activities (hereinafter as the guidelines) is specifically established for Extra-Curricular Activities Section (hereinafter as the section) to enhance management and supervision of activity equipment, provide a more convenient way for utilizing equipment and protect the rights of student organizations.

Article 2 Equipment may be borrowed for activities of student organizations and relevant student affairs.

Article 3 Borrowing Time:

- (1) 9 a.m. ~ 11 a.m./ 2 p.m. ~ 4 p.m. from Monday ~ Friday; Shall return equipment in the next day for night activities. (Not include special equipment such as stereo sets and stage. Students shall also return equipment in the next day if no night trainees.)
- (2) Equipment may be borrowed for only two days including a day before or after the activity. Students shall return equipment first before borrowing equipment again.
- (3) Equipment may not be borrowed when it is not the borrowing time.

Article 4 Borrowing Procedure:

- (1) Borrow in advance : Download and fill in Equipment Borrowing Sheet 14 days before the activity→Submit to the section for registration→Please keep the copy of the sheet by yourself after the registration→Bring the copy and ID card to borrow registered equipment from the section during the borrowing time→Return the equipment by the deadline and register the return
- (2) Borrow directly: Download and fill in Equipment Borrowing Sheet or print out the sheet from the website of the section to fill in→The section registers and ask the student to provide ID card with the photo as a guarantee→Return the equipment by the deadline and register the return

#### Article 5 Borrowing Principles

- (1) If the section and student organizations or departments have the same reservation, the section may use the equipment. If the student organizations have the same reservation, the one which "registers first" may borrow the equipment.
- (2) If no one come to borrow equipment during the borrowing time, it shall be regarded as no need to borrow and the next applicant may borrow the equipment.
- (3) Students shall provide the third copy of Campus Activity Report and Time Extension Application or the copy of 校外學生活動申請表 approved by the section to prove that the activity is reported and borrow equipment.
- (4) The staff of the section and the borrower shall all test the equipment before lending.
- (5) After borrowing the equipment, the borrower shall take the responsibility to store and maintain the equipment. The borrower is naturally regarded as the user, the student or organization registering to borrow equipment.
- (6) If the equipment is damaged and the section identifies that the damage is due to the improper operation, the borrower shall be responsible for repair. If the section also confirms that the equipment can not be repaired or is lost, the borrower shall pay the compensation based on the original price.
- (7) Equipment shall be returned before the deadline and in the borrowing time specified by the section. Unless the borrower asks to return after the deadline during the borrowing procedure for special situations and the section approves, equipment shall not be returned after the deadline.

Article 6 Equipment violation record will be considered in the evaluation of student organizations.

Article 7 The guidelines have been approved and announced by Student Affairs Meeting. The same procedure should also be followed for amended guidelines.