

Asia University

Campus Activity Report and Extension Time Application

2014/04/14 Made by Extra-Curricular Activities Section

Activity		Organizer	
Time	(Y/M/D/Time) to (Y/M/D/Time) (The end time shall be before 22:00 if it is not a school-level activity and restore the venue to its original condition before 23:00)		
Venue		Reason	
Borrower	Name : Department/Class :		Mobile :
Application Procedure	Relevant Units / Officers	Signature / Opinion	Note
1	Dean of the college, class teacher or advisor		<ol style="list-style-type: none"> 1. Please comply with the school regulations and it is forbidden to light fireworks on campus. 2. When the activity is finished, the leader shall guide students to restore the venue to its original condition; shall also be careful not to disturb faculty and students in the dorms. 3. If it is over 11 p.m., students shall take care for themselves. 4. Please leave before 11:30 at night in the case of the venue related to dorms; if students delay to leave, please show relevant officers this form.
2	Department of General Affairs		
3	Office of Student Affairs	Security Center Security Center Chief	
	Extra-Curricular Activities Section Dormitory Service Section	Extra-Curricular Activities Section Chief Dormitory Service Section Chief	

The First Copy: Kept by Department of General Affairs.

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		Extra-Curricular Activities Section		Extra-Curricular Activities Section Chief
		Dormitory Service Section	Dormitory Service Section Chief	

The Second Copy: Kept by the organizer.

Note:1. This form is only used to report activities. If students need to borrow the **classroom** (Apply to Extra-Curricular Activities Section), **equipment and venue** (Apply to Department of General Affairs and Extra-Curricular Activities Section) or other **sport facilities and venues** (Apply to Office of Physical Education), students shall apply to relevant units.