

# Asia University Campus Activity Report and 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 :	
<b>Application Procedure</b>	<b>Relevant Units/Officers</b>		<b>Signature/Opinion</b>	<b>Note</b>
1	Dean of the college, class teacher or advisor			<ol style="list-style-type: none"> <li>Please comply with the school regulations and it is forbidden to light fireworks on campus.</li> <li>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.</li> <li>If it is over 11 p.m., students shall take care for themselves.</li> <li>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.</li> </ol>
2	Department of General Affairs			
3	Office of Student Affairs	Security Center	Security Center Chief	
		Extra-Curricular Activities Section	Extra-Curricular Activities Section Chief	
		Dormitory Service Section	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.