

※※※ Extra-Curricular Activities Section holds the highest right to manage equipment for student organizations ※※※

Extra-Curricular Activities Section of Asia University Equipment Borrowing Sheet for Student Organizations

Borrowing Condition	<input type="checkbox"/> Pre-Borrow ____ ____ ____ (Y/M/D) <input type="checkbox"/> Borrow at present	Borrower Information	Equipment Borrowing ID :			
Applicant (Organization)			Department/Class :			
Activity			Name :			
Time	From ____ ____ ____ (Y/M/D/Weekday/Time) To ____ ____ ____ (Y/M/D/Weekday/Time)		Student ID :			
Location			Contact Number :			
			ID : <input type="checkbox"/> ID Card <input type="checkbox"/> IC Card ※Shall be the borrower's cards※			
		Borrow Venue	<input type="checkbox"/> Yes <input type="checkbox"/> No ※Please attach the approved Campus Activity Report and Extension Time Application※			
Borrowing Time	(Y/M/D/Weekday/Time)	Return Time	(Y/M/D/Weekday/Time)			
Advisor / Executive of the unit		(Must Sign)				
Equipment (Name Code)	Desired Quantity	Quantity approved by Extra-Curricular Activities Section	Equipment (Name Code)	Picked up	Returned	Note
		Approved Quantity ____				
		Approved Quantity ____				
		Approved Quantity ____				
		Approved Quantity ____				
		Approved Quantity ____				
		Approved Quantity ____				
		Approved Quantity ____				
		Approved Quantity ____				
		Approved Quantity ____				
Pre-borrow	Borrower	Please sign and write down the date	Trainee of Extra-Curricular Activities Section	Please sign and write down the date	Officer of Extra-Curricular Activities Section	Please sign and write down the date
	Receiver	Please sign and write down the date		Please sign and write down the date		Please sign and write down the date
Directly Borrow	Borrower	Please sign and write down the date	Trainee of Extra-Curricular Activities Section	Please sign and write down the date	Officer of Extra-Curricular Activities Section	Please sign and write down the date

Return	Borrower	Please sign and write down the date	Trainee of Extra-Curricular Activities Section	Please sign and write down the date	Officer of Extra-Curricular Activities Section	Please sign and write down the date
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★**Borrowing Procedure:**

- ⊙ Pre-borrow: Please **apply 7 days before the activity** and borrow by **the copy of the equipment sheet** (not provide a second copy if the first one is lost) and ID card or IC card.
- ⊙ Directly borrow: Bring Equipment Borrowing Sheet and ID card or IC card and come to Extra-Curricular Activities Section.
- ⊙ Continue to borrow: Apply **3 days before returning**.

★**Borrowing and Retuning Time: 9 a.m. ~ 11 a.m./ 2 p.m. ~ 4:30 p.m. from Monday ~ Friday**

If the activity is on weekends, students may borrow during weekdays and return on Monday.