

# 國立東華大學體育中心運動器材借用管理辦法

89年06月21日體育室會議通過

106年10月11日體育室會議通過

- 一、為鼓勵本校教職員生培養運動習慣，提高運動器材使用率，並善盡管理之責，特訂定此辦法。
- 二、本校運動器材之借用優先順序為：(一)體育正課(二)校內運動競賽及學校運動代表隊訓練(三)校內社團(四)教職員生及個人。
- 三、體育正課使用器材時，由各班派代表至器材室填妥借用單後領取，並於課程結束後立即歸還。
- 四、運動競賽使用器材時，主辦單位應於活動舉辦前三天辦理借用手續，於活動開始前領取，並於活動結束後立即歸還。
- 五、運動器材借用時間：
  - (一)週一至週五：08：30 至 11：30 與 13：30 至 17：00。
  - (二)寒假、暑假期間：09：00 至 11：00。
  - (三)週六、週日與國定假日不外借。
- 六、本校學生憑學生證、教職員得憑識別證借用，每次借用期三天。體育中心得以視器材現有數量，保留借出與否之權力，以確保體育正課之正常進行。
- 七、借用器材逾期未還達二次或累計七天以上時，暫停其借用權一學期，情節嚴重者依校規相關規定懲處。
- 八、損壞所借用之器材時，借用者應於七日內負責修復至堪用狀態；不能修復或遺失時，應購置同型之新器材抵償或以原價抵償。
- 九、欲借之器材已被借出時，可至體育中心辦理預約；俟該器材回室後，由器材室管理人員通知預約者於三日內辦理借用手續，逾期視同放棄預約。
- 十、本辦法經體育中心會議通過後施行、修正時亦同。

## Stipulation of borrowing sports equipment from Physical Education Center, National Dong Hwa University

Passed by Physical Education Center's meeting, dated Jun. 21, 2000

Passed by Physical Education Center's meeting, dated Oct. 11, 2017

- I. In order to encourage Dong Hwa's faculty, staff and students to cultivate exercise habit, increase the utilization rate of sports equipment and discharge the responsibilities in management, we enact hereby this stipulation.
- II. The priority in borrowing sports equipment: (I). Physical education classes (II). Intramural sports events and Dong Hwa varsity teams' training (III). Dong Hwa's societies or clubs (IV). Faculty, staff and students.
- III. When physical education class needs to use sports equipment, please each class send a delegate to equipment room to fill in the borrow form and collect the borrowed items, of which should be returned immediately after class ends.
- IV. Sports event organizer is requested to have gone through the formalities for borrowing the equipment 3 days prior to the event, collect the equipment before the start of game, return immediately after the event closes.
- V. Time frame for borrowing sports equipment:
  - (1). Monday through Friday: 08:30 ~ 11:30 am, 13:30 ~17:00 pm.
  - (2). Winter, summer vacation: 09:00 ~11:00 am.
  - (3). No borrowing during Saturday, Sunday and national holidays.
- VI. Dong Hwa's student puts in for borrowing with student card in pledge, faculty and staff identification cards, which each borrowing period elapses 3 days. In order to ensure physical education class can carry on without fail, Physical Education Center reserves the right whether to lend the equipment or not depending on the volume available on hand.
- VII. Borrowing right will be suspended for one semester for any party fails to return equipment in time twice or accrued overdue exceeding 7 days. Serious violator will be punished as per relative school rules.
- VIII. User is liable to repair the equipment to usable status within 7 days should there be any damage to it. Liable borrower should purchase the same type of equipment or pay in cash for restitution if the damage is beyond repair.
- IX. If equipment which one wants to borrow is lent out for the moment, the borrower could go to PE office for queueing in line. PE office will inform the borrower in wait to register within 3 days for borrowing when the equipment is available, whom fails to follow up in due time is deemed to forfeit his right to borrowing.
- X. This stipulation comes into effect after being passed by Physical Education Office's meeting, as does in amendment.