

# 材料科學與工程系門禁使用申請單

Laboratory Usage Request Form (under curfew) of Material Science and Engineering

- 1、申請人：\_\_\_\_\_ 班級：\_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Class: \_\_\_\_\_
- 2、實驗室名稱：\_\_\_\_\_ 分機：\_\_\_\_\_  
Lab: \_\_\_\_\_ extension no. \_\_\_\_\_
- 3、使用期間：\_\_\_\_年\_\_\_\_月\_\_\_\_日至\_\_\_\_年\_\_\_\_月\_\_\_\_日止  
Using from: \_\_\_\_\_ (YY/MM/DD) to \_\_\_\_\_ (YY/MM/DD)
- 4、使用實驗室：\_\_\_\_\_ 門牌號碼：\_\_\_\_\_  
Using lab. \_\_\_\_\_ Door no. \_\_\_\_\_
- 5、儀器名稱：\_\_\_\_\_  
Equipment: \_\_\_\_\_
- 6、悠遊卡號：\_\_\_\_\_  
Easy Card no.: \_\_\_\_\_

使用人員應遵守下列事項：

Users must follow the regulations below:

- 1、遵守本系訂定之工廠、實驗室管理規則。  
User must follow the department rules and regulations for the laboratory and factory.
- 2、申請實驗室以實際需要為原則，期限最長為一年，期滿自動刪除，如有需要，再行申請。  
Each request can be held up to one year and the permission will expired after that. If necessary, the request can be renewed.
- 3、門禁系統由管理人員設定，學生不准私自複製，違者議處。  
The door access control is set by the administrator. Students are not allowed to change the setting nor make a key copy. Violators will be prosecuted.
- 4、使用學生須負責使用實驗室之打掃，隨時保持清潔，離開實驗室前，應隨時將門窗鎖好。  
Students should keep the laboratory clean. Make sure the instruments were turned off as well as windows and doors were closed and locked up before leaving the laboratory.
- 5、本人願負使用場地之安全（即東西掉了，要負責），並負責嚴禁未申請者進入實驗室。  
I am responsible for the safety of the laboratory and any equipment accessories missing. People who have not applied for admission should not enter the laboratory.
- 6、以上事項，如有未盡事宜，請遵照管理員指示辦理。  
Other regulations not mentioned above will be issued by the administrator.

本人絕對遵守以上規定

I will abide the rules above: \_\_\_\_\_ (signature)

管理員簽核：

Administrator of lab: \_\_\_\_\_ (signature)

指導教授簽核（親簽）：

Supervisor: \_\_\_\_\_ (signature by handwriting)

系主任簽核：

Chairman: \_\_\_\_\_ (signature)