

公用儀器延長使用申請單

Public Instrument Usage Extension Form

105.10.11 修改

1. 申請人 Applicant's Name : _____
(至少二人 at least two people)
2. 班級 Class : _____ 研究室 Laboratory : _____ 分機 Extension No. _____
3. 延長使用期間 Period of Extension usage :
(From) _____ 年(Y) _____ 月(M) _____ 日(D) _____ 時(hr.) 起至 (to) _____ 月(M) _____ 日(D) _____ 時(hr.) 止
4. 使用儀器名稱 Using Equipment : _____
(詳述實驗內容，尤其有危險性者須標註) (Please give a detailed description of the experiments.
Dangerous operation procedures should be noted.)

申請人應遵守下列事項：

Applicants should obey the following regulations:

- 1、遵守本系訂定之工廠、實驗室管理規則。
Abide the department factory and laboratory regulations of MSE.
- 2、使用實驗室以實際需要為原則，期限最長為一個禮拜，鑰匙須於借期滿歸還，如有需要再行申請。
Each request only effective for a week. The lab key should return to the administrator. If necessary, renewal requests can be made after that.
- 3、為安全起見，需兩位人員同時申請使用，違者議處。
For safety, at least two applicants are needed to present in the lab during extensional usage period. Violators will be prosecuted.
- 4、管理人員可酌情形將鑰匙借予使用，學生不准私自複製鑰匙，違者議處。
Keys can be borrowed from the administrator if necessary, but students are not allowed to copy keys. Violators will be prosecuted.
- 5、使用學生須負責使用實驗室之打掃，隨時保持清潔，實驗結束應確認關妥離開實驗室前，應關妥門窗。
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.
- 6、申請人及指導教授應負使用場地之安全，並嚴禁未申請者進入實驗室。
Applicants and their supervisor are responsible for the safety of the laboratory. People who are not listed as applicants should not enter the laboratory.
- 7、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： _____ (Sign)

I will abide the regulations above.

管理員：
Administrator

指導教授：
Supervisor
(by handwriting)

系主任：
Chairman