

# 高雄醫學大學場地及器材管理辦法

## Kaohsiung Medical University Venues and Equipment Management Regulations

93.06.23 92 學年度第 11 次法規委員會通過  
2004.06.23 Passed in the Legal Affairs Committee Meeting of the 92nd academic year  
93.07.08 92 學年度第 6 次校務暨第 12 次行政聯席會議通過  
2004.07.08 Passed in the 6th University Council and 12th Administrative Joint Meeting of the 92nd academic year  
93.07.14 高醫校法字第 0930100025 號函公布  
2004.07.14 Announced in the GaoYiXiaoFaZi No. 0930100025 Letter  
104.11.27 104 學年度第 4 次行政會議通過  
2015.11.27 Passed in the 4th Administrative Meeting of the 104th academic year  
104.12.21 高醫總字第 1041104169 號函公布  
2015.12.21 Announced in the GaoYiZongZi No. 1041104169 Letter  
105.11.10 105 學年度第 4 次行政會議通過  
2016.11.10 Passed in the 4th Administrative Meeting of the 105th academic year  
108.12.12 108 學年度第 5 次行政會議通過  
2019.12.12 Passed in the 5th Administrative Meeting of the 108th academic year  
109.01.10 高醫總字第 1081104528 號函公布  
2020.01.10 Announced in the GaoYiZongZi No. 1081104528 Letter  
111.11.10 111 學年度第 3 次行政會議通過，附表一自 112 年 1 月 1 日起實施  
2022.11.10 Passed in the 3rd Administrative Meeting of the 111th academic year, Appendix 1 implemented from 2023.01.01  
111.12.5 高醫總字第 1111104467 號函公布  
2022.12.5 Announced in the GaoYiZongZi No. 1111104467 Letter

- 第 1 條 為妥善管理本校各場地及器材之借用，訂定本辦法。  
Article 1 For the purpose of effectively managing the rental of all venues and equipment of the Kaohsiung Medical University (hereinafter “KMU”), the Kaohsiung Medical University Venues and Equipment Management Regulations (hereinafter “the Regulations”) are hereby established.
- 第 2 條 本校場地及器材借用管理單位為總務處。  
Article 2 The Office of General Affairs is the unit responsible for the management of the use of venues and equipment at KMU.
- 第 3 條 本校場地及器材借用用途以舉辦學術演講或藝文活動及重大慶典活動為主。  
Article 3 The primary use of KMU’s venues and equipment is to host academic lectures, cultural events, and major celebrations.
- 第 4 條 本校場地及器材借用之收費由總務處另訂收費標準如附表一，原則下：  
Article 4 The fees for the use of KMU's venues and equipment are separately set by the Office of General Affairs according to the fee standards in Appendix 1, with the following principles:
- 一、本校各單位主辦與本校相關之慶典活動不收費。  
1. Festive events related to KMU and hosted by various units of KMU are not charged.
  - 二、本校各單位主辦之學術相關研討會等活動無經費來源，依簽核辦理。  
2. Academic-related seminars and other events hosted by various units of KMU that do not have a source of funding are processed according to the approval procedure.
  - 三、本校各單位主辦，但有校外單位經費補助或向與會者收費時依規定標準收費。  
3. Events organized by various KMU units that receive financial support from external organizations or charge attendees shall levy fees in accordance with established regulations.
  - 四、校外機關或學會團體等主辦或委託本校各單位主辦或協辦之會議及活動，依規定標準收費。  
4. Conferences and activities organized or commissioned by external agencies or academic societies to be hosted or co-hosted by KMU units shall be subject to fees as stipulated by the prescribed standards.
  - 五、若經費來源經查核與事實不符，除須補繳原價場地費用外，且不得再申請借用。  
5. Should the source of funds upon audit be found inconsistent with the facts, the borrower should pay the full original venue fee and will be ineligible for future

loan applications.

如有特殊情形者，經專案申請核准後辦理，不受前項限制。

In cases of special circumstances, upon approval of a special application, the handling thereof shall not be subject to the restrictions of the preceding article.

第5 條

使用場地之申請程序如下：

Article 5

The procedure for applying for the use of venues is as follows:

一、校內單位使用需於活動前七日向管理單位申請。各場地管理單位如附表二

1. Internal KMU units must apply to the managing unit seven days before the event. The managing units for each venue are listed in Appendix II.

二、校外單位借用需於活動前一個月函文或契約洽借，並於核准後在指定日期前至本校出納組辦理繳交相關費用，未於期限內繳費者，取消其資格。

2. External entities must request the use of venues via letter or contract one month prior to the event, and upon approval, must pay the related fees at KMU's Cashier Division by the designated date. Qualification will be revoked for those who fail to pay within the deadline.

三、活動內容及場地經核准後，不得任意變更或移作其他用途。因故不能如期使用者，應於七天前提出申請，經同意後方可變更或延期，以一次為限。已繳費者不再退費，但因不可抗力之因素所致者，不在此限。

3. Once the event content and venue have been approved, no arbitrary changes or repurposing of the venue is permitted. If the venue cannot be used on the scheduled date, an application for change or postponement must be submitted at least seven days in advance and can only be done once upon agreement. Fees already paid will not be refunded unless the inability to use the venue is due to force majeure.

第6 條

活動內容有以下情事者，不予借用，已核准者立即停止其使用，且不退還全部之費用：

If the event content includes any of the following circumstances, the use of the venue will not be permitted, and if already approved, the use will be immediately discontinued without refund of any fees:

Article 6

一、違反政府法令及政策。

1. Violation of government laws and policies.

二、妨害社會善良風俗。

2. Disruption to public morals and good customs.

三、與申請登記不符或將場地轉讓他人使用。

3. Inconsistency with the registered application or transferring the venue for use by others.

四、有嚴重損害本校場地之各項設施之虞。

4. Risk of serious damage to the facilities of the venue.

五、經考核有不良借用記錄者。

5. Having a record of unfavorable rental upon assessment.

六、違反本校經營定位之活動。

6. Activities that contravene the operational positioning of KMU.

第 7 條

場地使用規則：

Article 7

Rules for Venue Use:

一、為維護室內整潔，牆壁四周禁貼或釘掛任何海報、標語及裝置飾物，如需於室外張貼海報及文宣物品請洽詢事務組借用適當之指示牌或海報架辦理張貼事宜。

1. To maintain indoor cleanliness, it is prohibited to affix or hang any posters, banners, or decorative items on the walls. If there is a need to post posters and promotional materials outdoors, please contact the Division of General Affairs to borrow appropriate signage or poster

frames to handle posting matters.

二、禁止攜帶飲料、食物入內及任何場地之公共區域散發宣傳品及進行促銷活動。

2. The carrying of beverages and food inside and the distribution of promotional materials or conducting promotional activities in any public areas of the venue are strictly prohibited.

三、嚴禁煙火、爆炸物及易燃物等，並禁止攜帶違禁品及寵物進入場地。

3. The possession of fireworks, explosives, flammables, and other prohibited items, as well as pets, is strictly forbidden within the venues.

四、室內各項設備如音響、燈光等，未經核准，不得任意變更原有設計用途或架設臨時燈光音響。

4. Indoor facilities such as audio and lighting systems shall not be altered from their original design or have temporary lighting or sound equipment installed without prior approval.

五、使用完畢後應將一切設備用具恢復原狀，借用器材應歸還，並將場地整理乾淨。

5. After use, all equipment and apparatuses should be restored to their original condition, borrowed items must be returned, and the venue should be cleaned and tidied up.

六、嚴禁非本校工程人員及特約廠商人員使用操作空調、照明、機電及視聽設備，使用期間除指定操作人員外，其他人員一律不准進入音控室。

6. The operation of air conditioning, lighting, mechanical, electromechanical, and audiovisual equipment by personnel other than KMU engineering staff or specially contracted vendors is strictly prohibited. During the period of use, entry to the sound control room is forbidden to all except designated operators.

七、校園及所有公共區域範圍內全面禁菸。

7. Smoking is strictly prohibited throughout the campus and all public area boundaries.

八、各場地使用規範及特殊規則得由各管理單位另定之。

8. Each managing unit may stipulate additional regulations and special rules for the use of their respective venues.

第8條 本校如因臨時性重大會議需使用場地時，原借用單位應無條件讓出，不得異議。如已繳費者，得全數退還或更改借用時間或另提供適當場地。

Article 8 Should KMU require the use of the venue for urgent major meetings, the original rental unit must unconditionally vacate without objection. If fees have already been paid, a full refund shall be issued, or an amendment to the rental time or provision of an alternative appropriate venue shall be offered.

第9條 場地借用使用期間，若有損壞器材或設備毀損，使用單位應負賠償責任。

Article 9 During the period of venue use, should any equipment be damaged or destroyed, the using unit shall bear the responsibility for compensation.

第10條 場地借用單位及其承包或施工廠商應自視需要投保相關保險。任何施工或活動進行中造成財物損失和人員傷亡或不當影響其他場地借用單位會議或活動進行等後果，概由借用單位負責一切後果。

Article 10 The venue rental unit and its contractors or construction firms shall procure relevant insurance as needed. Any property damage, personnel injury or death, or any adverse effect on other venue rental units' meetings or activities during construction or event proceedings shall be the responsibility of the rental unit for all resulting consequences.

第11條 未依本辦法申請，除需補繳場地費用外，並取消其日後申請資格。如有違法情

事，得移送警察、司法機關處理。

Article 11 Failure to apply in accordance with the Regulations will result in the requirement to pay the venue fee in arrears, and future application rights will be revoked. In cases of illegal activities, the matter may be referred to the police or judicial authorities for action.

違反本辦法第六條規定，且經勸導仍未改正者，取消其日後申請資格，並得追究其責任。

Violation of Article 6 of the Regulations that remains uncorrected despite admonition will result in the revocation of future application privileges, and the violator may be held accountable for their actions.

第12 條 本辦法經行政會議審議通過後，自公布日起實施，修正時亦同。

Article 12 After being reviewed and approved by the Administrative Meeting, the Regulations shall be implemented from the date of announcement, and the same applies to amendments.

# 附表一、高雄醫學大學場地及器材借用收費標準表

## Appendix I: Venue and Equipment Rental Fee Schedule

2013.11.07 Reviewed and passed in the 3rd Administrative Meeting of the 102nd academic year  
 102.11.07 102 學年度第 3 次行政會議審議通過  
 2015.04.09 Reviewed and passed in the 9th Administrative Meeting of the 103rd academic year  
 104.04.09 103 學年度第 9 次行政會議審議通過  
 2015.11.27 Reviewed and passed in the 4th Administrative Meeting of the 104th academic year  
 104.11.27 104 學年度第 4 次行政會議審議通過  
 2015.12.25 Announced in the GaoYiZongZi No. 1041104361 Letter  
 104.12.25 高醫總字第 1041104361 號函公布  
 2019.12.12 Passed in the 5th Administrative Meeting of the 108th academic year  
 108.12.12 108 學年度第 5 次行政會議通過  
 2020.01.10 Announced in the GaoYiZongZi No. 1081104528 Letter  
 109.01.10 高醫總字第 1081104528 號函公布  
 2022.11.10 Passed in the 3rd Administrative Meeting of the 111th academic year, Appendix 1 implemented from 2023.01.01  
 111.11.10 111 學年度第 3 次行政會議通過，附表一自 112 年 1 月 1 日起實施  
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### 一、各場地租借費用(自 112.01.01 起實施)

#### 1. Rental Fees for Each Venue (Effective from January 1, 2023)

場地名稱 Venue Name	型式 Type	席位 Seats	場地費(元/每時段) Venue Fee (NTD per session)				備註 Note
			校外單位借用 External Organization Rental	校外借用單位與本校合辦(協辦) External Organizations Co-organizing (Co-sponsoring) with KMU	本校與附屬機構暨學生團體主辦 Hosted by KMU, Affiliated Institutions, and Student Organizations.		
					有經費來源 With financial funding sources	無經費來源 Without financial funding sources	
高醫國際會議中心 KMU International Convention Center	A 廳(原600人會議廳) A Hall (originally the 600-Person Conference Hall)	階梯 Tiered	582	<u>54,000</u>	<u>37,800</u>	<u>27,000</u>	另案核准 Approved separately
	B 廳(原300人會議室) B Hall (originally the 300-Person Conference Hall)	階梯 Tiered	283	<u>36,000</u>	<u>25,200</u>	<u>18,000</u>	
	大講堂 Grand Auditorium	階梯 Tiered	384	<u>18,000</u>	<u>12,600</u>	<u>9,000</u>	
	演藝廳 Performance Hall	階梯 Tiered	187	<u>20,000</u>	<u>16,800</u>	<u>12,000</u>	
	國研大樓 B2 會議室 1、2、3、4 (原多功能會議室) International Academic Research Building B2 Meeting Rooms 1, 2, 3, 4 (Originally Multi-purpose Meeting Rooms)	平面 Flat	30	<u>4,800</u>	<u>3,400</u>	<u>2,400</u>	
國研大樓 B2 走廊一區 International Academic Research Building B2 Corridor Area 1 (位於 B2 電梯前、辦公區部分) (Located in front of the B2 elevator, part of the office area)	平面 Flat	88 坪	<u>6,000</u>	<u>4,200</u>	<u>3,000</u>	一般用途 General Use 展示會場 Exhibition Venue	
		88 ping	<u>19,200</u>	<u>13,400</u>	<u>9,600</u>		

國研大樓 B2 走廊二區 International Academic Research Building B2 Corridor Area 2 (位於國研大樓B2會議室及A廳中間) (Located between the International Academic Research Building B2 Meeting Rooms and Hall A)	平面 Flat	150 坪 150 ping	<u>7,200</u>	<u>5,000</u>	<u>3,600</u>	一般用途 General Use 展示會場 Exhibition Venue
			<u>21,600</u>	<u>15,100</u>	<u>10,800</u>	
國研大樓 B2 走廊三區 International Academic Research Building B2 Corridor Area 3 (位於 A 廳及 B 廳中間) (Located between Hall A and Hall B)	平面 Flat	80 坪 80 ping	<u>4,800</u>	<u>3,400</u>	<u>2,400</u>	一般用途 General Use 展示會場 Exhibition Venue
			<u>14,400</u>	<u>10,100</u>	<u>7,200</u>	
國際學研大樓 1F 川堂 The foyer of the International Academic Research Building 1F	平面 Flat	101 坪 101 ping	<u>7,200</u>	<u>5,000</u>	<u>3,600</u>	一般用途 General Use 展示會場 Exhibition Venue
			<u>21,600</u>	<u>15,100</u>	<u>10,800</u>	
國際學研大樓 1F 大廳 Main Hall of the International Academic Research Building 1F	平面 Flat	100 坪 100 ping	<u>4,800</u>	<u>3,400</u>	<u>2,400</u>	一般用途 General Use 展示會場 Exhibition Venue
			<u>14,400</u>	<u>10,100</u>	<u>7,200</u>	
第一教學大樓川堂 The foyer of the First Teaching Building	平面 Flat	134 坪 134 ping	<u>3,000</u>	<u>2,100</u>	<u>1,500</u>	一般用途 General Use 展示會場 Exhibition Venue
			<u>10,800</u>	<u>7,600</u>	<u>5,400</u>	
綜合球場暨集會場 (風雨球場) Integrated Stadium and Assembly Hall (Indoor Stadium)	平面 Flat	742 坪 742 ping	<u>10,800</u>	<u>7,600</u>	<u>5,400</u>	一般用途 General Use 展示會場 Exhibition Venue
			<u>16,800</u>	<u>11,800</u>	<u>8,400</u>	
史懷哲大道等室外 Schweitzer Boulevard and other outdoor areas	平面 Flat	-	<u>11,400</u>	<u>8,000</u>	<u>5,700</u>	一般用途 General Use 展示會場 Exhibition Venue
			<u>12,000</u>	<u>8,400</u>	<u>6,000</u>	

場地名稱 Venue Name	型式 Type	席位 Seats	場地費(元/每時段) <sup>備註 1</sup> Venue Fee (NTD per session) <sup>Note 1</sup>			備註 Note
			校外單位借用 External Organization Rental	校外借用單位與本校合辦(協辦) External Organizations Co-organizing (Co-sponsoring) with KMU	本校與附屬機構暨學生團體主辦 Hosted by KMU, Affiliated Institutions, and Student Organizations.	
階梯教室 Lecture Hall IR201、IR301、IR401、IR501	階梯 Tiered	195	<u>10,800</u>	<u>7,600</u>	<u>5,400</u>	另案核准 Approved separately
創新教室 Innovation Classroom IR202	平面 Flat	<u>35</u>	<u>3,800</u>	<u>2,700</u>	<u>1,900</u>	
創新教室 Innovation Classroom IR203、IR204、 IR205、IR206、IR207、 IR208	平面 Flat	24	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	
創新教室 Innovation Classroom IR209	平面 Flat	30	<u>3,400</u>	<u>2,400</u>	<u>1,700</u>	
E11、E12、 <u>W12</u>	階梯 Tiered	120	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	
E13	平面 Flat	85	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	
W21、W22	階梯 Tiered	130	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	
W24	階梯 Tiered	90	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	
CS203、CS204、CS205	平面 Flat	45	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	
<u>CS206(53)、CS207(57)、 CS208(61)、CS209(55)</u>	平面 Flat		<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	
<u>CS210</u>	平面 Flat	<u>60</u>	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	另案核准 Approved separately
<u>CS211</u>	平面 Flat	<u>80</u>	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	
<u>CSB101</u>	平面 Flat	<u>100</u>	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	
CS301、CS302	階梯 Tiered	250	<u>5,400</u>	<u>3,800</u>	<u>2,700</u>	
<u>CS311、CS312、CS701</u>	平面 Flat	<u>50</u>	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	
<u>CS406、CS407、CS408</u>	平面 Flat	<u>80</u>	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	
						國研大樓 2F、3F、4F、5F International Academic Research Building 2F, 3F, 4F, 5F
						國研大樓 2F International Academic Research Building 2F
						國研大樓 2F International Academic Research Building 2F
						國研大樓 2F(桌椅 可移動) International Academic Research Building 2F (Furniture is movable)
						第一棟 First Historic Building
						第一棟 First Historic Building
						第二棟 Second Historic Building
						第二棟 Second Historic Building
						濟世大樓 2F Chi-Shih Building 2F
						濟世大樓 2F(桌椅可移動) Chi-Shih Building 2F (Furniture is movable)
						濟世大樓 2F(桌椅 可移動) Chi-Shih Building 2F (Furniture is movable)
						濟世大樓 2F(桌椅 可移動) Chi-Shih Building 2F (Furniture is movable)
						濟世大樓 B1F(桌椅可移動) Chi-Shih Building B1F (Furniture is movable)
						濟世大樓 3F Chi-Shih Building 3F
						濟世大樓 3F、7F Chi-Shih Building 3F, 7F
						濟世大樓 4F Chi-Shih Building 4F

<u>CS813</u>	平面 Flat	<u>60</u>	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>
A1、A2	階梯 Tiered	<u>224</u>	<u>6,000</u>	<u>4,200</u>	<u>3,000</u>
A3	階梯 Tiered	<u>160</u>	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>
視聽中心 Audio-Visual Center	平面 Flat	70	<u>10,800</u>	<u>7,600</u>	<u>5,400</u>

濟世大樓 8F Chi-Shih Building 8F
勵學大樓 Li-Hsueh Building
勵學大樓 Li-Hsueh Building
勵學大樓(校外單位僅限本校上班時段開放借用) Li-Hsueh Building (Available for external unit rentals only during KMU office hours)

場地名稱 Venue Name	型式 Type	席位 Seats	場地費(元/每時段) <sup>備註 1</sup> Venue Fee (NTD per session) <sup>Note 1</sup>			備註 Note	
			校外單位借用 External Organization Rental	校外借用單位與本校合辦(協辦) External Organizations Co-organizing (Co-sponsoring) with KMU	本校與附屬機構暨學生團體主辦 Hosted by KMU, Affiliated Institutions, and Student Organizations		
					有經費來源 With financial funding sources		無經費來源 Without financial funding sources
NB117	平面 Flat	60	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	第一教學大樓 B1F(桌椅可移動) First Teaching Building B1F (Furniture is movable)	
NB219A	平面 Flat	99	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	第一教學大樓 B2F First Teaching Building B2F	
NB219B	平面 Flat	54	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	第一教學大樓 B2F First Teaching Building B2F	
NB116、N109、N110、N111、N215、N216、N217、N218	平面 Flat	84	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	第一教學大樓 B1F、1F、2F (桌椅可移動) First Teaching Building B1F, 1F, 2F (Furniture is movable)	
綜合 303、綜合504(實驗室) Complex 303, Complex 504 (Laboratory)	平面 Flat	120	<u>3,600</u>	<u>2,500</u>	<u>1,800</u>	另案核准 Approved separately	
綜合 304、綜合505(實驗室) Complex 304, Complex 505 (Laboratory)	階梯 Tiered	80	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>		
康樂室、舞蹈室、武術練習室 Recreation Room, Dance Studio, Martial Arts Practice Room	平面 Flat	100 80	<u>4,800</u>	<u>3,400</u>	<u>2,400</u>	濟世大樓 B2F Chi-Shih Building B2F	
學生宿舍A館視廳室 Student Dormitory A House, Audio-Visual Room	階梯 Tiered	52	<u>2,900</u>	<u>2,000</u>	<u>1,400</u>	學生宿舍 A 館 Student Dormitory A House	
巧思空間 Creative Space	平面 Flat	30	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	濟世大樓 B2(桌椅可移動) Chi-Shih Building B2 (Furniture is movable)	
網球場 Tennis Court,	平面 Flat	4	<u>3,600</u>	<u>2,500</u>	<u>1,800</u>	夜間電費另計 Additional charges for electricity usage at night. 1,000 元 NTD 1,000	
排球場 Volleyball Court	平面 Flat	3	<u>2,400</u>	<u>1,700</u>	<u>1,200</u>	夜間電費另計 Additional charges for electricity usage at night. 1,000 元 NTD 1,000	
田徑場 Track and Field,	平面 Flat	2	<u>3,600</u>	<u>2,500</u>	<u>1,800</u>	夜間電費另計 Additional charges for electricity usage at night. 2,000 元 NTD 2,000	
桌球室 Table Tennis Room	平面 Flat	A B C	<u>2,400</u> <u>2,400</u> <u>1,200</u>	<u>1,700</u> <u>1,700</u> <u>800</u>	<u>1,200</u> <u>1,200</u> <u>600</u>	夜間電費另計500元，A場地加開冷氣費每時段1,000元 An additional charge of NTD 500 for electricity usage at night. For venue A, an extra NTD 1,000 per session for air conditioning	

							use.
勵學大樓 Li-Hsueh Building	第一會議室 First Meeting Room	平面 Flat	55	不對外開放 Not open to the public.	<u>3,600</u>	另案 核准 Approved separately	
	第三會議室 Third Meeting Room	平面 Flat	23		<u>2,400</u>		
	第四會議室 Fourth Meeting Room	平面 Flat	43		<u>4,800</u>		

場地名稱 Venue Name	型式 Type	席位 Seats	場地費(元/每時段) <sup>備註 1</sup> Venue Fee (NTD per session) <sup>Note 1</sup>				備註 Note	
			校外單位借用 External Organization Rental	校外借用單位與本校合辦(協辦) External Organizations Co-organizing (Co-sponsoring) with KMU	本校與附屬機構暨學生團體主辦 Hosted by KMU, Affiliated Institutions, and Student Organizations			
					有經費來源 With financial funding sources	無經費來源 Without financial funding sources		
電腦教室 Computer Classroom	平面 Flat	-	<u>7,200</u>	<u>5,000</u>	<u>3,600</u>	另案核准 Approved separately	請洽圖資處 Please contact the Office of Library and Information Service	
臨床技能中心 Clinical Skills Center	PBL 教室 PBL Classroom	平面 Flat	12	<u>2,400</u>	<u>1,700</u>	<u>1,700</u>	另案核准 Approved separately	請洽請洽教務處教學發展與資源中心 Please contact the Teaching and Learning Development and Resource Center of the Office of Academic Affairs
	OSCE 教室 (模擬診間) OSCE Classroom (Simulation Clinic Room)	平面 Flat	12	<u>1,400</u>	<u>1,000</u>	<u>1,000</u>		
	考官休息室 Examiner's Rest Room.	平面 Flat	24	<u>1,200</u>	<u>800</u>	<u>800</u>		
	標準化病人休息室 Standardized Patient Rest Room.	平面 Flat	32	<u>1,900</u>	<u>1,300</u>	<u>1,300</u>		
	考生休息室 Examinee's Rest Room.	平面 Flat	24	<u>1,200</u>	<u>800</u>	<u>800</u>		
	辦公室及討論區 Office and Discussion Area.	平面 Flat	10	<u>1,200</u>	<u>800</u>	<u>800</u>		
CS201(互動教室) (Interactive Classroom)	平面 Flat	150	<u>7,200</u>	<u>5,000</u>	<u>3,600</u>	另案核准 Approved separately	請洽教務處推廣教育與數位學習中心 Please contact the Center for Extension Education and Digital Learning of the Office of Academic Affairs	
IR341(錄影音室) (Recording Studio)	平面 Flat	2	<u>12,000</u>	<u>8,400</u>	<u>6,000</u>	另案核准 Approved separately	請洽教務處推廣教育與數位學習中心 Please contact the Center for Extension Education and Digital Learning of the Office of Academic Affairs	
CS501 CS521	平面 Flat	40 15	<u>7,700</u> <u>2,400</u>	<u>5,400</u> <u>1,700</u>	<u>3,800</u> <u>1,200</u>		請洽物理治療學系 Please contact the Department of Physical Therapy	
CS503 NB214	平面 Flat	50 80	<u>2,900</u> <u>4,800</u>	<u>2,000</u> <u>3,400</u>	<u>1,400</u> <u>2,400</u>		請洽職能治療學系 Please contact the Department of Occupational Therapy	
語言教室 Language Classroom	語言教室 Language Classroom. CS308	平面 Flat	62	<u>7,200</u>	<u>5,000</u>	<u>3,600</u>	另案核准 Approved separately	請洽語言與文化中心 Please contact the Center for Languages and Culture
	語言教室 Language Classroom. CS309	平面 Flat	62	<u>7,200</u>	<u>5,000</u>	<u>3,600</u>		
	語言教室 Language Classroom. CS310	平面 Flat	48	<u>7,200</u>	<u>5,000</u>	<u>3,600</u>		

備註：

Note:

1. 收費標準之借用時段以每時段4小時為單位。定義活動主辦與合辦(協辦)性質依據宣傳文件或會議資料之標示為主。
1. The standard charges for rental are based on four-hour intervals. The nature of an event's organization as principal or co-organizer (co-sponsoring) shall be determined primarily by the designations in promotional materials or conference documents.
2. 場地費用僅指現有之固定設備(如空調、燈光、擴音設備、固定式單槍投影機、E化講桌及長桌2張、椅子4張)，增加器材教具部份請另行借用。
2. Venue fees only cover existing fixed equipment (such as air conditioning, lighting, sound amplification equipment, fixed single-gun projectors, lecterns with electronic facilities, two long tables, and four chairs). Any additional equipment or teaching aids must be borrowed separately.
3. 租借時段包含佈置與撤場，租借單位場地使用完畢後，應在租借時段內撤場完畢及恢復場地原貌，各類型場佈廢棄物請務必自行清理運離本校，經勸導仍未清運完成之借用單位，將不得再申請借用。若超過租借時間一小時則需加收場租價格 1/2，借用紀錄並列入下次借用之准駁參考。
3. The rental period includes time for setup and dismantling. After using the venue, the renting party must dismantle and restore the venue to its original state within the rental period. All types of waste from the venue setup must be cleared and removed from KMU premises by the renting party. Those who fail to clear waste after being advised to do so will not be eligible to apply for future rentals. If the rental period is exceeded by one hour, an additional half of the venue rental price will be charged, and the record of the rental will be taken into account when reviewing subsequent rental applications.
4. 各社團、系學會、單位(含活動合辦單位)經公告場地違規使用三次，即於活動隔日及新的一學年度不得借用場地(例如：至107 學年度共累積違規三次，則108 學年度停止借用場地)。
4. All clubs, academic societies, and units (including co-organizers of activities) that have been announced to have misused the venue three times will be prohibited from renting the venue the day following the activity and in the new academic year (for example, if a total of three violations have been accumulated by the 107 academic year, then venue rental will be suspended for the 108 academic year).

## 二、器材收費標準：

### 2. Equipment Rental Fee Standards:

器材名稱 Equipment Name	數量 Quantity	費用 Fee	備註 Note
實驗用電腦 Experimental Computer	1 台 1 Unit	1,800	
顯微鏡 Microscope	1 台 1 Unit	600	

備註：

Note:

1. 場地佈置及器材借用等工作請借用單位帶證件自行至總務處事務組洽借搬運。
1. For venue setup and equipment rental, rental units are required to present identification and personally arrange for transportation with the Division of General Affairs of the Office of General Affairs.
2. 器材設備如有損壞由借用單位負責修護或照市價賠償。
2. In the event of damage to equipment, the rental unit is responsible for repairs or compensation at market value.
3. 本校場地不提供現場攝影服務。
3. On-site photography services are not provided at KMU venues.

附表二、高雄醫學大學各場地管理單位對照表

Appendix II: List of Venue Management Units

<p>場地名稱 Venue Name</p>	<p>管理單位 Managing Unit</p>
<p>高醫國際會議中心 KMU Internation Convention Center</p>	<p>總務處 Office of General Affairs</p>
<p>史懷哲大道等室外 Schweitzer Boulevard and other outdoor areas</p>	
<p>國研大樓階梯教室 International Academic Research Building Lecture Hall IR201、IR301、IR401、IR501</p>	
<p>國研大樓創新教室 International Academic Research Building Innovation Classroom IR202、IR203、IR204、IR205、IR206、IR207、IR208、IR209</p>	
<p>第一棟教室 KMU First Historic Building Classroom E11、E12、W12、E13</p>	
<p>第二棟教室 KMU Second Historic Building Classroom W21、W22、W24</p>	
<p>濟世大樓教室 Chi-Shih Building Classroom CS203、CS204、CS205、CS206、CS207、CS208、CS209、CS210、 CS211、CS301、CS302、CS311、CS312、CS701、CS813、CSB101</p>	
<p>勵學大樓教室 Li-Hsueh Building Classroom A1、A2、A3</p>	
<p>第一教學大樓教室 First Teaching Building Classroom N109、N110、N111、N215、N216、N217、N218、NB116、NB117、 NB219A、NB219B</p>	
<p>綜合實驗大樓教室 Laboratory Complex Building Classroom 303、304、504、505</p>	
<p>視聽中心 Audio-Visual Center</p>	
<p>第一會議室、第三會議室、第四會議室 First Meeting Room, Third Meeting Room, Fourth Meeting Room</p>	

<p>康樂室、舞蹈室、武術練習室 Recreation Room, Dance Studio, Martial Arts Practice Room</p>	<p>學務處 Office of Student Affairs</p>
<p>學生宿舍 A 館視廳室 Student Dormitory A House, Audio-Visual Room</p>	
<p>巧思空間 Creative Space</p>	
<p>電腦教室 Computer Classroom</p>	<p>圖資處 Office of Library and Information Service</p>
<p>臨床技能中心、CS201(互動教室)、IR341(錄影音室) Clinical Skills Center, CS201 (Interactive Classroom), IR341 (Recording Studio)</p>	<p>教務處 Office of Academic Affairs</p>

<p>場地名稱</p> <p>Venue Name</p>	<p>管理單位</p> <p>Managing Unit</p>
<p>電腦教室</p> <p>Computer Classroom</p>	<p>圖資處</p> <p>Office of Library and Information Service</p>
<p>CS501、CS521</p>	<p>物理治療學系</p> <p>Department of Physical Therapy</p>
<p>CS503、NB214</p>	<p>職能治療學系</p> <p>Department of Occupational Therapy</p>
<p>語言教室</p> <p>Language Classroom.</p> <p>CS308、CS309、CS310</p>	<p>語言與文化中心</p> <p>Center for Languages and Culture</p>
<p>生技教育館</p> <p>Biotechnology Laboratory Building</p>	<p>產學營運處</p> <p>Office for Operation of Industry and University Cooperation</p>
<p><u>綜合球場暨集會場(風雨球場)、網球場、排球場、籃球場、田徑場、棒球練習場、桌球室</u></p> <p><u>Integrated Stadium and Assembly Hall (Indoor Stadium), Tennis Court, Volleyball Court, Basketball Court, Track and Field, Baseball Practice Field, Table Tennis Room</u></p>	<p><u>體育教學中心</u></p> <p>Physical Education Center</p>