**NATIONAL SUN YAT-SEN UNIVERSITY**

**College of Liberal Arts Digital Media and Video-Production Center**

**Application Form and Regulations for Renting Video-Shooting Materials**

Approved by the 9th Situated Classroom Preparatory Meeting held by the College of Liberal Arts on May 12, 2010

Approved by the 1st Humanities-Situated Classroom held by the College of Liberal Arts on Nov. 2, 2011

Date of application: yyyy/mm/dd

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| 1. | Scheduled rental date | yyyy/mm/dd |
| 2. | Applicant information | Name of faculty member |  |
| Department |  | College |  |
| 3. | Contact method | Email |  |
| Phone no. | School phone no.: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ext. \_\_\_\_\_\_\_\_\_\_Mobile no.:  |
| 4. | Video-shooting materials | Please bring your own output devices such as USD and blank CDs |
| 5. | Intellectual property right declaration | I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , hereby make the following declarations:1. The digital materials that I have rented for video-making are in compliance with relevant intellectual property rights. I will be held legally responsible for any violations made.
2. The digital materials that I have rented for video-making will be used solely for teaching purposes.
3. The digital materials that I have rented for video-making and teaching materials subsequently produced are in compliance with intellectual property rights laws, Creative Commons (CC) authorizations, and relevant regulations.
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| 6. | Usage agreement | I, \_\_\_\_\_\_\_\_\_\_\_\_ , of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ , would like to rent the Digital Media and Video-Production Center and related equipment from the Committee for the College of Liberal Arts, the National Sun Yat-sen University, and agree to follow the “Guidelines for Using Video-Shooting Materials and the Digital Media and Video-Production Center” enforced by the Committee for the College of Liberal Arts, pay relevant costs, and comply with intellectual property rights laws as well as other usage regulations. During the rental period, should I cause damages to the equipment due to improper use, I shall pay for the total costs incurred to repair the damaged equipment.I hereby confirm that the accuracy of the aforementioned information, and will pay for the rental cost when submitting this application.Department of application:Applicant: (Signature)National ID no.: Address: Date: yyyy/mm/dd |
| 7. | Safety precautions | 1. No food or drink is allowed inside the facility; smoking is strictly prohibited.
2. To ensure normal equipment operation, please follow the instruction of the advisor or technical staff when operating. Do not disassemble or alter equipment functions.
3. Consult management personnel when in doubt.
4. Return all equipment to proper locations after use; do not leave anything behind when leaving the studio.
5. Individual who has caused damages to the studio or the equipment shall be responsible for the cost of repair.
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**Usage Conditions of the Video-Shooting Materials and the Digital Media and Video-Production Center of the College of Liberal Arts**

※Fields below are to be completed by the Digital Media and Video-Production Center of the College of Liberal Arts

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| --- | --- | --- |
| Usage conditions and cost | Rental date | (yyyy/mm/dd) |
| Scheduled rental time | From \_\_\_\_\_ to \_\_\_\_\_ (total: hrs) |
| Actual rental time | From \_\_\_\_\_ to \_\_\_\_\_ (total: hrs) |
| Items | Usage conditions | Total number of rental hours | Unit cost | Total cost |
| **1** | Site cleaning fee and utilities | \_\_\_\_\_ hrs | **NT$1,000**/hr＊ |  |
| **2** | Equipment maintenance fee | \_\_\_\_\_ hrs | **NT$600**/hr＊ |  |
| Scheduled rental cost(subtotal) | NT$ |
| Actual rental cost (subtotal) | NT$ |
| Equipment condition after use:□ No damages□ Damages observed**1. Parts damaged:****2. Repair cost:**Signature of inspection personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total cost | NT$ |

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| --- | --- | --- |
| Progress | Progress recorded by digital materials assistant | Signature of personnel in charge |
| □ Digital materials assistant has contacted the teacher to inform about the scheduled rental period | □ Completed on yyyy/mm/dd at \_\_\_\_\_ |  |
| □ Applicant has paid for all related usage costs. | □ Completed on yyyy/mm/dd at \_\_\_\_\_ |  |