

國立高雄餐旅大學通識教育中心普通教室管理要點

National Kaohsiung University of Hospitality and Tourism Regulations Governing the Management of General Classrooms of the General Education Center

101 年 2 月 15 日 100 學年度第 2 學期第 1 次通識教育中心全體教師會議通過
108 年 9 月 11 日 108 學年度第 1 學期第 1 次共同教育委員會全體教師會議核定

- 一、 通識教育中心（以下簡稱本中心）為有效整合、運用與管理教室，特訂定本中心教室管理要點（以下簡稱本管理要點）；本管理要點若有未盡事宜之處，得隨時補充公佈之。

Article 1

The General Education Center (hereinafter referred to as “the Center”) hereby establishes these Regulations Governing the Management of Classrooms (hereinafter referred to as “the Regulations”) to effectively integrate, utilize, and manage its classrooms. Matters not addressed herein may be supplemented and announced as necessary.

- 二、 本中心教室借用對象與時機為：

- （一）本中心課程使用為優先；中心各教室管理教師可優先將授課課程排於所管理之教室。
- （二）他系課程使用。
- （三）與本中心之專業教室相互支援時。
- （四）經本中心核准借用之課程、會議或活動。

Article 2

The priority and eligibility for borrowing classrooms of the Center shall be as follows:

- I. Courses offered by the Center shall have first priority. Faculty members responsible for managing individual classrooms may give priority to scheduling their courses in the classrooms under their management.
 - II. Courses offered by other departments.
 - III. When mutual support is required between general classrooms and the Center’s specialized classrooms.
 - IV. Courses, meetings, or activities approved by the Center for classroom use.
- 三、 本中心主任負責本系所有教室管理督導之責，並包括教室借用/使用違規處分之裁量；本中心教室設置管理教師，負責教室設備機具之保管維護，教室整潔美化及安全檢查之責，管理教師及協同管理人員由本中心主任指定。

Article 3

The Director of the Center shall be responsible for the supervision and management of all classrooms under the Center, including the determination of penalties for violations of classroom borrowing and usage regulations. The Center shall designate faculty

members as classroom managers responsible for the safekeeping and maintenance of classroom equipment and facilities, as well as classroom cleanliness, enhancement, and safety inspections. The classroom managers and assistant management personnel shall be designated by the Director of the Center.

四、 教室借用程序如下：

- (一) 欲借用教室者至少於使用前 3 天前至本中心辦公室辦理預約登記。
- (二) 經准許借用後，填寫「借用登記簿」，並由負責同學簽名。請借用單位自行申請空調。
- (三) 借用前半小時由負責同學至本中心辦公室領取鑰匙，抵押負責學生證以釐清善後責任。
- (四) 教室用畢後將鑰匙歸還本中心辦公室，並由負責同學於「借用登記簿」上註明歸還。
- (五) 若有臨時須使用教室之特殊情況，而不及依上述程序申請者，得經本中心辦公室同意，填寫「借用登記簿」後借用本系教室，但以不損及在該時段已登記借用者之使用權益為原則。

Article 4

The procedures for borrowing classrooms are as follows:

- I. Applicants wishing to borrow a classroom shall make a reservation and register at the Center's office at least three days prior to the intended date of use.
- II. Upon approval of the application, the applicant shall complete the **Classroom Borrowing Registration Log**, which shall be signed by the student in charge. The borrowing unit shall apply separately for air-conditioning services, where necessary.
- III. The student in charge shall collect the classroom key from the Center's office 30 minutes before the scheduled time of use. The student identification card of the student in charge shall be retained as a deposit to ensure accountability for any subsequent matters.
- IV. After using the classroom, the key shall be returned to the Center's office, and the student in charge shall indicate the return of the key in the **Classroom Borrowing Registration Log**.
- V. In the event of special circumstances requiring immediate use of a classroom and where there is insufficient time to follow the aforementioned procedures, the classroom may, with the approval of the Center's office, be borrowed after completing the **Classroom Borrowing Registration Log**, provided that the rights and interests of any party already registered to use the classroom during that time period are not adversely affected.

五、 借用教室禁止事項如下：

- (一) 嚴格禁止學生攜帶飲料及食物入內。
- (二) 禁止喧擾、嘻戲追逐、丟棄垃圾。
- (三) 不得任意搬動或拆裝本教室之設備。
- (四) 嚴禁故意損毀或偷竊教室相關設備、裝潢、器材。例如：用刀片切割課桌椅、牆壁作畫、坐於桌子上等等。

Article 5

The following acts are prohibited when borrowing or using classrooms:

- I. Students are strictly prohibited from bringing food or beverages into the classroom.
- II. Making excessive noise, engaging in horseplay or running, and leaving or discarding trash are prohibited.
- III. Classroom equipment shall not be moved, disassembled, or installed without authorization.
- IV. Intentionally damaging or stealing classroom-related equipment, furnishings, or facilities is strictly prohibited, including but not limited to cutting desks or chairs with blades, drawing or writing on walls, or sitting on tables.

六、 教室使用之維護及損毀責任歸屬相關規定如下：

- (一) 於使用後須將教室內桌椅歸定位並排列整齊。
- (二) 於使用後應關閉空調及視聽設備電源、窗簾關至定位，並將所有門窗上鎖。
- (三) 於使用後應將教室打掃乾淨，並帶走所有垃圾。
- (四) 使用中如有任何儀器設備發生損毀或異常，應即向本辦公室報備，並填寫維修表。借用本教室者於開啟教室後，應先自行檢查所有儀器配備，若發現有任何損毀或異常狀況，須在其申請借用時段的前半小時內報請本中心辦公室處理。維護與損毀責任之歸屬依下列方式認定：
 - 1. 借用者確無任何使用疏失，並依規定於借用時段前十分鐘內向本中心辦公室報備，責任之認定歸前次借用者。
 - 2. 借用者雖於前十分鐘內向本中心辦公室報備，但有明顯之使用疏失，或未依規定於前十分鐘內報備者，責任之認定歸借用者。
 - 3. 認定責任之歸屬時，若責任可明確歸個人疏失，以該疏失個人為責任歸屬人。若無法明確認定個人疏失，以使用班級為責任歸屬人。
 - 4. 儀器/設備有損毀時，責任歸屬人應負損害賠償之責任。

Article 6

The following regulations shall apply to classroom maintenance and the determination of liability for damage:

- I. After use, all desks and chairs shall be returned to their designated positions and arranged neatly.
- II. After use, the air-conditioning and audiovisual equipment shall be turned off,

curtains shall be properly closed, and all doors and windows shall be locked.

III. After use, the classroom shall be thoroughly cleaned, and all trash shall be removed.

IV. If any instruments or equipment malfunction or are damaged during use, the matter shall immediately be reported to the Center's office, and a maintenance request form shall be completed. Upon opening the classroom, the borrower shall first inspect all equipment and facilities. If any damage or abnormal condition is discovered, it shall be reported to the Center's office within the first 30 minutes of the approved borrowing period. Responsibility for maintenance and damage shall be determined as follows:

1. If the borrower is not at fault in the use of the classroom and reports the matter to the Center's office in accordance with regulations within the first ten minutes of the borrowing period, responsibility shall be attributed to the previous borrower.
2. If the borrower reports the matter to the Center's office within the first ten minutes but there is clear evidence of improper use, or if the borrower fails to report the matter within the first ten minutes as required, responsibility shall be attributed to the borrower.
3. In determining responsibility, if the damage can clearly be attributed to the negligence or misconduct of a specific individual, that individual shall be held responsible. If individual responsibility cannot be clearly determined, responsibility shall be attributed to the class using the classroom.
4. Where any instrument or equipment is damaged, the responsible party shall be liable for compensation for the resulting damage.

七、一般教室借用之違規處分如下：

- (一) 若違反本管理要點第五點第一款至第三款之相關規定，得處以禁止借用一學期。
- (二) 若違反本管理要點第五點第四款之相關規定，得處以小過乙次並禁止借用一學期。
- (三) 若違反本管理要點第六點之相關規定，經查屬實，得處以禁止借用一學期。

Article 7

Penalties for violations related to the borrowing of general classrooms are as follows:

- I. Any person who violates Subparagraphs 1 through 3 of Article 5 may be prohibited from borrowing classrooms for one semester.
- II. Any person who violates Subparagraph 4 of Article 5 may be subject to one minor demerit and prohibited from borrowing classrooms for one semester.
- III. Any person who violates the relevant provisions of Article 6 may, upon

verification of the violation, be prohibited from borrowing classrooms for one semester.

八、本要點經通識教育中心會議審議通過後送共同教育委員會核定後實施，修正時亦同。

Article 8

These Regulations shall be implemented after being reviewed and approved by a meeting of the General Education Center and ratified by the General Education Committee. The same procedure shall apply to any amendments.

本規章負責單位:通識教育中心

Responsible Unit: General Education Center