

國立高雄餐旅大學通識教育中心人文大樓專業教室管理要點

National Kaohsiung University of Hospitality and Tourism Regulations Governing the Management of Specialized Classrooms in the College of Humanities Building, 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、運用與管理專業教室，特訂定本中心專業教室管理要點 (以下簡稱本管理要點)；本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 Specialized Classrooms (hereinafter referred to as “the Regulations”) to effectively integrate, utilize, and manage its specialized classrooms. Matters not addressed herein may be supplemented and announced as necessary.

- 二、 本管理要點所稱之專業教室為本中心之茶藝教室(G513)、美術教室(G506)、書法教室(G514)、音樂教室(G501)及其所有器材與設備。

Article 2

The specialized classrooms referred to in these Regulations include the Tea Art Classroom (G513), Art Classroom (G506), Calligraphy Classroom (G514), Music Classroom (G501), and all associated equipment and facilities.

- 三、 本系之專業教室以提供本中心專業課程使用為優先，基於教室空間資源分享，本校其他科系若因教學課程需要，須於各學期開學前連繫本中心以便安排教室使用控管；另非前項因素之借用，如推廣教育課程、競賽練習、活動使用等所需，亦應事前向本中心提出借用申請。

Article 3

The Center’s specialized classrooms shall primarily be used for courses offered by the Center. In accordance with the principle of sharing classroom space and resources, other departments or academic units of the University requiring the use of these classrooms for instructional purposes shall contact the Center before the beginning of each semester to facilitate the scheduling and management of classroom use.

For purposes other than those specified above, including extension education courses, competition practice, and activities, a borrowing application shall also be submitted to the Center in advance.

- 四、 專業教室之借用一律以單位或團體之使用為限，由單位主管 (包括專兼任授

課教師) 具名借用並擔負使用責任, 個人借用一概不受理。

Article 4

The borrowing of specialized classrooms shall be limited to University units or groups. The responsible head of the borrowing unit, including full-time or part-time instructors, shall submit the application and assume responsibility for the use of the classroom. Applications for individual use shall not be accepted.

- 五、 本中心主任負責專業教室管理督導之責, 並包括教室借用/使用違規處分之裁量; 各專業教室管理負責人之分配, 由本中心自行指定。

Article 5

The Director of the Center shall be responsible for the supervision and management of the specialized classrooms, including the determination of penalties for violations of classroom borrowing and usage regulations. The persons responsible for managing each specialized classroom shall be designated by the Center.

- 六、 專業教室借用程序與使用規定事項如下: (上課時間/非上課之其他時間)
- (一)應於借用日前三至七天前向本中心提出申請。
 - (二)本校各單位或團體之借用申請由教室管理人員審核決定後通知。
 - (三)使用中如有任何設備發生異常或損毀, 應即向本中心辦公室報備並填寫維修表。

Article 6

The procedures and regulations for borrowing and using specialized classrooms, whether during class hours or other non-class hours, are as follows:

- I. Applications shall be submitted to the Center three to seven days prior to the intended date of use.
- II. Applications submitted by University units or groups shall be reviewed by the classroom management personnel, who shall notify the applicant of the decision.
- III. If any equipment malfunctions or is damaged during use, the user shall immediately report the matter to the Center's office and complete a maintenance request form.

- 七、 專業教室禁止事項如下:
- (一)嚴格禁止室內嘻戲追逐, 避免發生危險。
 - (二)嚴格禁止學生攜帶飲料及食物入內。
 - (三)嚴格禁止學生破壞課桌椅或其他儀器設備, 例如: 用刀片切割課桌椅、牆壁作畫、坐於桌子上等等。
 - (四)不得任意搬動或拆裝教室之設備。

Article 7

The following acts are prohibited in specialized classrooms:

- I. Running, playing, or horseplay inside the classrooms is strictly prohibited to prevent accidents and ensure safety.
- II. Students are strictly prohibited from bringing food or beverages into the classrooms.
- III. Students are strictly prohibited from damaging desks, chairs, or other instruments and equipment, including but not limited to cutting desks or chairs with blades, drawing or writing on walls, or sitting on tables.
- IV. Classroom equipment shall not be moved, disassembled, or installed without authorization.

八、專業教室使用之維護、安全及清潔規定事項如下：

- (一)使用前各借用單位應派員會同本中心管理人員檢查場地及清點設備與器具。
- (二)於使用後應將教室清掃乾淨，窗簾、窗戶關至定位，課桌椅排放整齊，並帶走所有垃圾。
- (三)於使用後應關閉空調及視聽設備電源，並將所有門窗上鎖。
- (四)佈置活動會場注意：牆壁佈置可以用膠帶(但不得使用雙面膠、泡綿膠)；不得破壞(例:釘、敲等...。)

Article 8

The following regulations shall apply to the maintenance, safety, and cleanliness of specialized classrooms:

- I. Before use, the borrowing unit shall assign personnel to inspect the premises and inventory the equipment and utensils jointly with the Center's management personnel.
- II. After use, the classroom shall be thoroughly cleaned, curtains and windows shall be properly closed, desks and chairs shall be neatly arranged, and all trash shall be removed.
- III. After use, the air-conditioning and audiovisual equipment shall be turned off, and all doors and windows shall be locked.
- IV. When decorating the venue for activities, tape may be used on walls; however, double-sided tape and foam tape are prohibited. Walls and facilities shall not be damaged by nailing, hammering, or other means.

九、專業教室使用後歸還之規定事項如下：

- (一)本校學生、借用單位或團體於教室使用結束應立即清理復原教室與器材設備，並於一小時內通知本中心負責該專業教室之管理人員進行檢查清點與歸還鑰匙。
- (二)如借用下午、夜間時段，未能於專業教室管理人員下班前完成清理復原與點交，得於次日上午進行。

(三)如有任何設備與器具毀損或遺失，概由使用單位負責賠償新品或恢復設備同價值之金額。

Article 9

The regulations governing the return of specialized classrooms after use are as follows:

- I. Upon completion of use, University students, borrowing units, or groups shall immediately clean and restore the classroom and its equipment. Within one hour, they shall notify the Center personnel responsible for the specialized classroom to conduct an inspection and inventory check and return the classroom key.
- II. If the classroom is borrowed during afternoon or evening hours and cleaning, restoration, and inspection cannot be completed before the management personnel finish work, the handover may be conducted on the following morning.
- III. If any equipment or utensils are damaged or lost, the borrowing unit shall be responsible for providing a replacement of the same item in new condition or compensating an amount equivalent to the value of the damaged or lost equipment.

十、專業教室借用/使用之違規處分如下：

- (一)若違反本管理要點第四點之相關規定，冒名教師名義申請借用者，經查屬實，得處以小過乙次。
- (二)若違反本管理要點第七點第一、二款之相關規定，經查屬實，得處以申誡乙次並禁止借用一學期。
- (三)若違反本管理要點第七點第三、四款之相關規定，經查屬實，得處以小過乙次並禁止借用一學期。
- (四)若違反本管理要點第八點之相關規定，經查屬實，得處以禁止借用一學期。
- (五)若違反本管理要點第九點之相關規定，經查屬實，得處以禁止借用一學期。

Article 10

Penalties for violations related to the borrowing and use of specialized classrooms are as follows:

- I. Anyone who violates the relevant provisions of Article 4 by falsely applying for classroom use in the name of an instructor shall, upon verification, be subject to one minor demerit.
- II. Anyone who violates Subparagraphs 1 and 2 of Article 7 shall, upon verification, be subject to one reprimand and prohibited from borrowing specialized classrooms for one semester.
- III. Anyone who violates Subparagraphs 3 and 4 of Article 7 shall, upon

verification, be subject to one minor demerit and prohibited from borrowing specialized classrooms for one semester.

IV. Anyone who violates the relevant provisions of Article 8 shall, upon verification, be prohibited from borrowing specialized classrooms for one semester.

V. Anyone who violates the relevant provisions of Article 9 shall, upon verification, be prohibited from borrowing specialized classrooms for one semester.

十一、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 11

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