

National Taiwan Normal University Union Building 10th Floor Recording Studio Application Form

Application Number: _____/_____/____ (YYYY/MM/DD)

- Please contact the managing unit in advance for registration before filling out this form.
- Please operate the studio recording equipment yourself (including the computer, sound mixer, and microphone), or bring your own recording equipment.
- Fees: The venue booking fee is NT\$1,200 per hour. NTNU departments/units, instructors, and student clubs receive a 50% discount.

Identity: ☐ NTNU departments/units, name of departments/units:

☐ NTNU instructor; ☐ NTNU student club, name of club:

Lessee	(seal or signature)	Leasing unit supervisor	/Student club advisor (seal or signature)
Name of activity/course			
Contact person		Contact number Mobile phone	
E-mail		Receipt header (If a receipt is needed, please provide the header.)	

Booking date: ____/____/____ (YYYY/MM/DD)

Booking time: Morning ☐ 08:00–09:00 ☐ 09:00–10:00 ☐ 10:00–11:00 ☐ 11:00–12:00

Afternoon ☐ 01:00–02:00 ☐ 02:00–03:00 ☐ 03:00–04:00 ☐ 04:00–05:00

Other:

Purposes ☐ Audio recording ☐ Video recording ☐ Other:

Payment method

1. NTNU departments/units must wire transfer the full amount within the school system. When verifying the detailed documentary evidence, please notify the Managing unit.
2. Wire transfer: CTBC Bank Co., LTD. Jhongsiao Branch, account number: 185350001030,
Account name: National Taiwan Normal University 401 Account.
Contact the managing unit after the transfer to provide transfer information for verification.

(The following information is filled out by the Managing unit) -----

Managing unit review	Handling officer's seal or signature: _____ Unit supervisor's seal or signature: _____	
Studio space	<input type="checkbox"/> Recording studio (1) photo studio <input type="checkbox"/> Recording studio (2) synchronized classroom	
Return procedure	<input type="checkbox"/> Equipment normal <input type="checkbox"/> Equipment abnormal	
	Description: _____ <div style="text-align: right;">Managing staff seal or signature: _____</div>	

Fees	Booking fee NT\$_____ x ____ hours, NT\$_____ in total Payment method: <input type="checkbox"/> Wire transfer within school system. <input type="checkbox"/> Remittance Lessee (representative):_____ (seal or signature)		
Handling officer	(seal or signature)	Managing unit	(seal or signature)