

1. 凡有意借用南方大学学院智雅大礼堂及其他场地，须事先於三个月前向本校物产管理与庶务处申请及附带身份证影印本。
若因特殊情况必须征用已批准借出之场地，本校将于所借出日期之三个月前，以书面通知预订者。
Application for usage of Southern University College Dato' Seri Joseph Chong Hall and other areas shall be made three months in advance to the Asset Management & General Affairs Office. **Please attach a copy of NRIC (front & back) with the application form.** Should the university college be unable to release the earlier approved venue due to unforeseen circumstances, the party concerned will be notified in writing three months in advance.
2. 本校将给予校友特别优惠：
 - i) 校友将享有10%优惠 - 借用户须出示相关文件证明如：毕业证书或学生证等。
 - ii) 校友会会员将享有20%优惠 - 借用户须提供校友会会员证编号以让本校物产管理与庶务处向校友会秘书核实资料。
此优惠只限于场地借用费不包括彩排，超时及其他设施收费。本校将进行审核，如不符合将无法享有优惠。
Southern University College will give special discounts to Alumni:
 - i) **Alumni** will enjoy a **10% discount** - Applicants must present relevant documents such as graduation certificate, student ID and etc.
 - ii) **Alumni Association Members** will enjoy a **20% discount** - Applicants must provide the membership card number to the Asset Management General Affairs Office for checking the information with the secretary of the alumni association.
The discount only entitled for the venue contribution amount, excluding rehearsal, additional hours and other facilities contribution amount. Applicants need to provide some relevant documents and the relevant documents will be reviewed by the university college. If do not meet the requirements, applicants will not be able to enjoy the discount.
3. 校内团体使用一律享有 50%折扣优惠
Southern University College's association will enjoy a 50% discount based on the normal rate.
4. 本校为教育机构，借用大礼堂之用途，不得涉及有伤风化或不健康活动，借用时必须阐明用途，校方持借用与否最后决定权。
As an educational organization, the use of hall shall not involve activities that are unhealthy or have political or religious connotation. Applicants shall state the purpose of usage and the university college has the discretion to approve or reject the application.
5. 政治或宗教团体，若为慈善教育筹款，则交由董事会酌情处理。
The decision on application for usage from political or religious organizations in raising funds for welfare and education shall be made only by the board of directors of Southern University College.
6. 申请借用大礼堂作为演出之团体，具函申请借用时，必须附上节目之内容、表演人数及道具等。正式公演之前一周，须呈交一份当局批准是项演出之准证副本，供校方存档。
Application for usage from performance groups shall provide details of activities, the number of people involved and tools used. A copy of approval letter from the relevant authorities must be submitted to the Asset Management & General Affairs Office one week before the actual event takes place.
7. 如有同日及同时间借用大礼堂者，以申请书收到之先后为准。
Approval of usage shall be based on First Come First Serve basis.
8. 凡借用大礼堂者所邀请出席宾客之车辆，必须停泊于所规定之停车位，务确保校园交通顺畅。
All invited guests and participants should park their vehicles in the allocated parking space provided. This is to ensure smooth traffic flow in the university college premises while the function is going on.
9. 因大礼堂舞台属优质地板，使用者须善加保护，使用后务必即刻清理复原。
Stage flooring is constructed with high quality wood, great care must be exercised to keep clean and in good condition.
10. 大礼堂以及舞台之原有设备，不得随意更动，虽舞台之灯光及音响设备供借用户者使用，唯一切操作由本校专人负责。
Facilities in the hall should not be moved or removed. Stage lighting and sound equipment will be operated and maintained only by the university college personnel.
11. 舞台布帘及大礼堂四周禁用双面胶及图钉等物件。集会，演出或晚宴布景必须安装在告示横杠上，由于横杠有一定的负荷量，所有张挂物以轻便为宜。大礼堂内之一切布置，务必於借用日期当天进行，以免干扰大礼堂之正常运作，若需较长时间进行布置，必须获得校方批准。
No double-sided tape, thumb tacks are to be allowed on the stage curtain and the surroundings. Decoration and banners should be hanged on the horizontal frame provided. They should be light as the frame can withstand only limited weight. All decorations in the hall must be made same day of the actual rental date and users must seek approval from the university college if longer time for decoration is needed.
12. 活动结束后借用户须清理场内外自各物件及装饰物，所有物件不得置於校园内。经本处检查通过后，将退还定金，若有损毁或清洁未尽完善者得自定金中扣除费用。此外，承办宴会餐馆必须将残羹杂物清理后载走，以保持校园之卫生。

Users are responsible for clearing and cleaning up the decorating materials after the activities end. They must ensure that there is no left over material in university college premises. The deposit will be refunded after the Asset Management & General Affairs Office conducted the inspection. Deduction from the deposit will be made if there is any damages or uncleanliness. Besides, food caterer should remove the left over food and garbage from the hall premises.

13. 倘若与借用者有关之任何意外或突发事件，导致大礼堂内或校内任何物产因而蒙受任何损失，概由借用者按价赔偿。

Should any accident or any untoward incidents occur due to the users, compensation to any damages of equipment of the hall will be borne by the users.

14. 借用本校雅雅大礼堂期间，若发生不可预测的情况，如：停电，火灾等突发事件，本校将不负任何赔偿责任。

If there is any occurrences of unpredictable events, such as power failure, fire and other emergencies during the period of using, Southern University College will not be responsible for any liabilities of such consequences.

15. 属危险性节目（如易燃物，危险液状物或不安全道具），不得在大礼堂表演。

No performance that involve events which are dangerous such as the use of chemical or explosive material shall be allowed.

16. 校园乃禁烟区，为避免冷气大礼堂空气受污化，故不得在大礼堂内及校园公众场所抽烟。

The university college is a non-smoking area. To avoid air pollution, smoking is thus prohibited in the air-con hall surrounding and the university college premises.

17. 搬运器材、布置场地以及彩排等，均不得干扰本校上课之环境。

Users should avoid disturbing to the classes going on when transporting equipment, decorating the hall or carrying out the rehearsal.

18. 为照顾学生及环境的安宁，借用大礼堂者必须在晚上十一点前结束活动，所有善后及清洁工作必须在午夜十二时前完成。

All activities in the hall should end before 11pm to avoid disturbance to the students and the surrounding. Clearing and cleaning in the hall should end before 12am

19. 大礼堂若集会能容纳约 1500 余人，设宴则可达约 120 桌，本校提供现场椅子灯光及音响设备，惟借用者必须自备餐桌，未经本校许可，不得另装音响设备。

The hall can accommodate 1500 guests. It has a space area for about 120 banquet tables. Chairs, lighting and audio-visual equipment are available from the university college. **However, users must provide their own dining tables.** Installation of audio-visual equipment is not allowed without prior permission from the university college.

20. 借用大礼堂收费请参阅[借用南方大学学院综合大楼捐献表]。

Payment contribution for the hall are listed in the Contribution List For Usage of Multi-purpose Hall of Southern University College.

21. 借用者必须在申请批准后一星期内，以支票缴付定金 RM1,000。此定金於借用日之后，若无任何事故，将悉数退还。此外，请於借用日两星期前以支票缴清所有捐款，若逾期没处理上述事宜，本校恕不保留使用场地权。

User shall deposit of RM1,000 within a week after the approval of application. The deposit shall be refunded after the events, provided everything is in order. Full contribution amount must be made by cheque two weeks before the date of hall use. Failure to pay full contribution will not guarantee the reservation of the hall.

23. 所有支票请志明：KOLEJ UNIVERSITI SELATAN.

Contribution is payable by cheque to KOLEJ UNIVERSITI SELATAN.

24. 批准申请者借用大礼堂后，借用者不得转让场地予他人。除此，活动当天不得转租或设置商业用途档位于大礼堂。如获悉转让属实，校方有权终止其使用权，所缴付之任何费用恕不予退还。

Usage of the hall is not transferable. **No subletting or commercial stall to be set up on the day of the event in the hall.** The university college reserves the right to stop the hall being used and forfeit the deposit should any transfer of usage is discovered.

25. 欲播放拥有版权之音乐，借用者于活动前必须向大马播放版权协会（PPM）申请并获得授权。若因版权问题违章，一切法律责任须由借用者承担。本校将一概不负责。

To play copyrighted music in public, users must apply and obtain authorization from PPM before the activities. In case of violation of regulations due to copyright issues, all legal responsibilities shall be borne by the users. Southern University will not be responsible.

26. 若有任何询问，请联络本校物产管理与庶务处：07-5586605 转 133/134/145，或传真至 07-5563306。表格可通过网站 <https://southern.edu.my/administration-ago.php> 下载。

Any inquiries shall be directed to the Asset Management & General Affairs Office, Southern University College, Tel: 07-5586605 Ext 133/134/145 or Fax: 07-5563306. Please download the application form from our website <https://southern.edu.my/administration-ago.php>

27. 本校有权拒绝不符合本规章之任何申请，而无须提出任何理由。

Southern University College reserves the right to reject applications that do not comply with the rules stipulated above.

28. 本条例若有不尽善之处，得由董事会随时修订之。

If the above rules are not clear, it will be referred to the Board of Directors for amendment.

借用南方大学学院综合大楼捐献表

Contribution List for Usage of Multi-Purpose Hall of Southern University College

序 No	场地 Venue	种类 Type of Event	捐献标准 (RM) Rate (RM)
(A)	智雅大礼堂 Dato' Seri Joseph Chong Hall (MPH) <i>注: 校方不提供餐桌、宴会桌或圆桌 Dining tables, banquet tables and round tables are NOT provided</i>	活动 Events	
		首 5 小时 First 5 hour	3500
		其余每小时 Additional Hour	350
		售票 Ticketing	
		首 5 小时 First 5 hour	6000
		其余每小时 Additional Hour	600
		义演 Charity	
		首 5 小时 First 5 hour	3000
		其余每小时 Additional Hour	300
		宴会 Banquet (五小时为限 5 Hours Duration)	
		60 桌及以下 ≤ 60 tables	3000 <i>(Tables are not provided)</i>
		60 桌以上, 每桌增加 (上限 120 桌) Additional Per Table Charges (Maximum 120 Tables)	50/ Per Table <i>(Tables are not provided)</i>
		其余每小时 Additional Hour	1000
		彩排 Rehearsal (3 Hours Duration)	
		冷气彩排 Rehearsal w/ Aircon	1000
		其余每小时有冷气 Additional Hour w/ Aircon	300
无冷气彩排 Rehearsal w/o Aircon	600		
其余每小时无冷气 Additional Hour w/o Aircon	200		
(B)	健龙厅 Kean Leng Hall	首 5 小时 First 5 hour	1500
		其余每小时 Additional Hour	150
(C)	贵宾室 VIP Room	首 5 小时 First 5 hour	500
		其余每小时 Additional Hour	50
(D)	丹斯里拿督张愈昌 文物馆 Tan Sri Dato' JC Chang Museum & Gallery	首 5 小时 First 5 hour	1000
		其余每小时 Additional Hour	100
Other Facilities/ Service 其他设施/服务			
序 No	设施 Facilities	收费 (RM) Contribution	
(A)	铺设红地毯 (可选) Red Carpet (Optional)	600	
(B)	*大屏幕(可选) LED Screen (Optional)	1200	

* 大屏幕一概由本校技术人员负责操作, 借用者不得擅自操作。在使用期间, 设备若有任何损坏, 借用者必须负全部责任, 依照所损坏之当前物价赔偿。 Only authorized technician/SUC personnel can operate LED Screen. User will be held responsible for any loss or damage to the equipment incurred during occupancy. Charges of damages are based on the cost of replacing the equipment.

《借用南方大学学院智雅大礼堂申请表》

Southern University College Dato' Seri Joseph Chong Hall Usage Application Form

A. 借用场地资料 Booking Details			
申请者姓名 Applicant Name	(E) (As Per NRIC in Capital Letters)	(中)	
团体/公司名称 Organization	(E) (Full Legal Name for Issuance of Receipt)	(中)	
身份证号码 NRIC No.	(Attach a copy of NRIC)	联络号码 Contact No.	
地址 Address			
邮区 Postcode		会员编号(校友会) Membership ID(Alumni)	
活动名称 / 用途 Event Name / Purpose		预计参与人数 Estimated Attendance	
彩排日期 (若有) Rehearsal Date (if any)	(DD / MM / YYYY)	彩排时间 Rehearsal Time	由 时至 时止 From to
布置日期 Decoration Date	(DD / MM / YYYY)	布置时间 Decoration Time	由 时至 时止 From to
借用日期 Event Date	(DD / MM / YYYY)	借用时间 Event Time	由 时至 时止 From to
所需之设备 Facilities Needed <i>注: 校方不提供餐桌、宴会桌或圆桌 Dining tables, banquet tables and round tables are NOT provided</i>	<input type="checkbox"/> 有线麦克风 <u>1/2/3/4</u> 支 <input type="checkbox"/> 投影机 <input type="checkbox"/> 讲台 Microphone Video Projector Rostrum <input type="checkbox"/> 无线麦克风 <u>2</u> 支 <input type="checkbox"/> 舞台灯光 <input type="checkbox"/> 化妆室 (礼堂) Wireless Microphone Stage Lighting Changing Room <input type="checkbox"/> 宴会椅子 <u> </u> 张 <input type="checkbox"/> 塑料椅子 <u> </u> 张 <input type="checkbox"/> 贵宾室 (RM500) Banquet Chair (500 max) Plastic Chair (500 max) VIP Room <input type="checkbox"/> 大屏幕(RM1200) <input type="checkbox"/> 红地毯 (RM600) <input type="checkbox"/> PPM license LED Screen Red Carpet (RM150) <input type="checkbox"/> 冷气(彩排): 需 / 无需 <input type="checkbox"/> 其他 Others <u> </u> A/C (Rehearsal): Yes / No		
本人/ 本团已阅读[南方大学学院综合大楼借用规章]并同意遵守这些条例。 I/ Organization have read the Rules for Usage of Multi-Purpose Hall and agree to abide them.			
借用/ 代表者签名: _____ (正楷) Name : _____ Applicant's / Representative's signature 申请日期 Date : _____			
(注): 大礼堂之布置必须於借用日期当天进行, 以免干扰大礼堂正常运作, 若需较长时间进行布置, 事先必须通知并获得校方批准。All decorations in the hall must be made same day of the actual rental date and users must seek approval from university college if longer time for decoration is needed.			
B. For AGO Use Only 物产管理与庶务处专用栏			
表格签收日期 Date Received Form		负责人 Processed by	
定金数额 Deposit Amount	RM1,000.00	定金支票号码 Deposit Cheque No.	
献捐数额 Contribution Amount	RM	定金收据号码 Deposit Receipt No.	
优惠数额 Discount Amount	% RM	献捐支票号码 Contribution Cheque No.	
献捐总计 Total Contribution Amount	RM	献捐收据号码 Contribution Receipt No.	
物产管理与庶务处 批准签名 AGO Signature		物产管理与庶务处盖章 Asset Management & General Affairs' stamp	
备注 Remarks			