

南方大学学院讲堂借用条例

Facilities Booking Regulations

1. 南方大学学院讲堂只借用于注册社团、商号人士及公众人士，作为开会、演出或讲座等用途。
Only registered organizations, trademarks, or public citizens with purposes of holding meetings, performances or seminars are eligible to apply for using the venues in Southern University College.
2. 凡借用本校讲堂，一律以不妨碍学生上课为原则。借用者必须承担借用期间一切费用，包括冷气、灯光、音响设备、清洁及服务费用；若本校为联办或协办单位，有关捐款则由管理层或董事会决定。
Our students should not be disturbed during the period when the venues are being used by users. Users are to bear the full amount of all relevant expenses including air-conditioner, lightings, sound system, sanitary, etc. However, the UC management/BOD will decide of the contribution amount if we are the co-organizer or joint organizer.
3. 所有借用讲堂者必须于两星期前填写申请表，并随同表格附上当天活动流程一份；经本校物产管理与庶务处核准后，须于两星期前前来物产管理与庶务处连同抵押金（请参阅借用场地捐献表）及所有捐款一次过缴清。
Application in written form should be submitted to the Asset Management & General Affairs Office two weeks in advance together with a completed application form and program schedule. Upon approval, full contribution amount has to be made together with deposit (please refer to the Contribution for The Use of Southern University College Facilities) two weeks in advance.
4. 本校将给予校友特别优惠：
i) 校友将享有10%优惠 - 借用者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 - 借用者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（如有）及超时收费。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 (if any) and additional hour rate. 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.
5. 如有同日期借用本校讲堂者，以申请书收到之先后为准。
Approval of usage shall be based on First Come First Serve basis.
6. 凡借用讲堂，不得涉及有伤风化及不健康之节目或政党、政治、宗教等集会、理念宣传或相关仪式等活动。
As an educational organization, the use of facilities 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.
7. 讲堂内所有灯光及电器设备，一概由本校技术人员负责管理，借用者不得擅自移动灯光、电器及布幕等设备。
Facilities in the auditoriums should not be moved or removed. Stage lighting and sound equipment will be operated and maintained only by the university college personnel.
8. 借用讲堂者必须确保宾客之车辆停泊于适当地点，以免影响校园内交通之顺畅。
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. 讲堂借用期间，讲堂内若有任何设备或器材损坏或遗失，借用者必须负全部责任，依照所损坏之物价赔偿。
Any damages or losses of facilities or equipment in the venues will be borne by the users.
10. 在讲堂借用期间，借用者不得转租场地于他人；如查获，校方有权中止其活动，所缴付之任何费用恕不予退还。
Usage of the venues is not transferable. The university college reserves the right to stop the venues being used and forfeit the deposit should any transfer of usage is discovered.
11. 借用者在借用期满后须立即将一切属借用者之物品自讲堂迁出，不得留置于讲堂内。
Users are responsible for clearing and cleaning up the decorating materials after the activities end.
12. 借用期间，借用者与参与活动者如有意外损伤，皆由借用者自行负责，本校一概不负任何赔偿责任。
Our university college will not bear any responsibility for accidents or injuries caused within the using period.
13. 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.
14. 在讲堂内活动必须于晚上十一时前结束。
All events must be ended by 11pm sharp.
15. 本校物产管理与庶务处有权拒绝任何申请书而无须提出任何理由。
Asset Management & General Affairs Office of the university college reserves the right to reject any application without giving any reason.
16. 本条例由 2005 年 12 月 1 日起开始实施。
The rules and regulations above have been effective since 1st December 2005.
17. 若有询问，请联络本校物产管理与庶务处：07-5586605 转 133/134/145，011-55869485。
For further information, please contact the Asset Management & General Affairs Office at 07-5586605 (Ext:133/134/145) or 011-55869485.
18. 表格可通过网站 <https://southern.edu.my/administration-ago.php> 下载。
Please download the application form from our website at <https://southern.edu.my/administration-ago.php>
19. 所有支票请志明：KOLEJ UNIVERSITI SELATAN
Contribution is payable by cheque to KOLEJ UNIVERSITI SELATAN

(一) 主楼讲堂/ 课室 Auditoriums/ Classrooms

类别 Category	容纳人数 Capacity	借用费 Rate	抵押金 Deposit	时限 Duration	超时收费 (每小时) Extra Hour Rate
大讲堂 Main Auditorium	290 人	RM3000	RM1000	4 小时	RM200/hr
讲堂 2A/ 2B Auditorium 2A/ 2B	140 人	RM1500	RM1000	4 小时	RM130/hr
课室 Classroom 2F/ 2G/ 3F/ 3M	80 人	RM500	RM1000	4 小时	RM80/hr
课室 Classroom 2C/ 2D/ 2E/ 2H/ 228/ 230/ 3E/ 3L	50 人	RM400	RM1000	4 小时	RM60/hr

(二) 感恩楼讲堂/ 课室 IEB Auditoriums/ Classrooms

类别 Category	容纳人数 Capacity	借用费 Rate	抵押金 Deposit	时限 Duration	超时收费 (每小时) Extra Hour Rate
感恩楼讲堂 IEB Auditorium 205/ 409/ 416	200 人	RM1000	RM1000	4 小时	RM150/hr
课室 Classroom IEB 203/ 213	80 人	RM600	RM1000	4 小时	RM90/hr
感恩楼舞台 IEB 1 st Floor 日租 多日租用 (超过 5 天)	-	RM300 RM200	RM300 RM200	6 小时	RM30/hr

(三) 电脑课室 Computer Rooms

类别 Category	容纳人数 Capacity	借用费 Rate	抵押金 Deposit	时限 Duration	超时收费 (每小时) Extra Hour Rate
电脑室- 115A Computer Room115A	30 台	RM750	RM750	4 小时	RM190/hr
电脑室- 115B Computer Room115B	20 台	RM640	RM640	4 小时	RM160/hr
电脑室- 115C Computer Room115C	36 台	RM850	RM850	4 小时	RM210/hr

(四) 华园 Recreation Park “Hua Yuan”

租用者类别 Category of Applicant	时限 Duration	借用费 Rate	抵押金 Deposit
乡团、业缘团体、商业机构 Commercial Organizations	6pm – 11pm	RM380	RM380
文化/艺术团体、教育机构 Art/Cultural or Educational Organizations	6pm – 11pm	RM270	RM270
慈善团体、学生团体 Charity or Student-based Organizations	6pm – 11pm	RM160	RM160

(五) 球场 (分成白天和晚上) Sport Courts (For Day and Night)

类别 Category	时限 Duration	借用费 Rate (白天/晚上) (Day/ Night)	超时收费(每小时) Extra Hour Rate
网球场 Tennis Courts	2 小时/ hr	RM50/ RM80	RM30
足球场 Football Court	2 小时/ hr	RM80/ RM140	RM40
篮球场 (一座) 1 Basketball Court	2 小时/ hr	RM50/ RM80	RM40

(六) 综合大礼堂羽球场
Multi-purpose Hall Badminton Courts

时段 Session	时限 Duration	借用费 Rate 院内团体 SUC Activities	借用费 Rate 院外 External
周一至周五 Monday to Friday	9am – 5pm	RM8 一小时/hr	RM18 一小时/hr

(A) 借用羽球场必须于前一天预订, 请向物产管理与庶务处进行登记租借。当天申请者将不受理。
 Application for usage of badminton court must be made 1 day in advance at Asset Management & General Affairs Office. On the spot booking is not allowed.

(B) 南方大学学院生欲使用网球场者必须于前一天预订, 请向物产管理与庶务处进行登记申请, 无需收费。当天申请者将不受理。南方大学学院生将享有免费使用足球场, 篮球场及排球场。
 Those who want to use tennis court must register at Asset Management & General Affairs Office 1 day in advance. On the spot booking is not allowed and there is no rental fee. No rental fee will be imposed on Southern University College students for using football field, basketball and volleyball courts.

(C) 本校提供羽球网/ 网球网, 球拍及羽球自备。
 Only badminton net and tennis net will be provided.

(D) 借用者使用羽球场前, 必须先缴付捐款。
 User of badminton court has to make full contribution amount before using the hall.

(E) 本条例若有不尽善处, 得由董事会修订之。
 If above rules and regulations are not adequate, it will be referred to our Board of Directors for amendment.

《南方大学学院借用场地申请表格》

Facilities Booking Form

A. 借用场地资料 Booking Details			
申请者姓名 Applicant Name	(E)	(中)	
	(As Per NRIC in Capital Letters)		
团体/公司名称 Organization	(E)	(中)	
	(Full Legal Name for Issuance of Receipt)		
地址 Address			
邮区 Postcode		会员编号 Membership ID	
联络号码 Contact No.		电邮地址 Email	
借用地点 Venue of Usage		预计参与人数 Estimated Attendance	
借用日期 Event Date	(DD / MM / YYYY)	借用时间 Event Time	由 时至 时止 From to
用途 Purpose			
其他所需之设备 Other Facilities Needed			
<p>本人/ 本团体将遵守并履行[南方大学学院讲堂借用条例]。 I/ Organization will adhere the rules stated by Southern University College.</p> <p style="text-align: right;">代表/ 借用者签名: _____ Representative's / User's signature</p> <p>申请日期: _____ Application Date</p> <p style="text-align: right;">(正楷) Name : _____</p>			
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		经手人 Processed by	
申请接纳 Reservation Confirmed	<input type="checkbox"/> 接纳 Accepted <input type="checkbox"/> 不接纳 Not Accepted		
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	
定金数额 Deposit Amount	RM	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	付款支票号码 Payment Cheque No.	
献捐总计 Total	RM	付款收据号码 Payment Receipt No.	
备注 Remarks			