|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **National Taiwan University Library**  **Photo/Video Shoot Venue Rental Application** | | | | | | | |
| Renting Unit: |  | Applicant: |  | | Contact Information | | Home No.:  Mobile No.:  Email: |
| Institution/Company  Uniform Serial No. |  | National ID No.  (Student ID No. for NTU students) |  | |
| Purpose | □ Course Work / Academic Research  □ Graphic Design (distribution/publication)  □ Movie / Ad / Album / Documentary Recording  ※ Please attach proposal, screenplay, or script  □ Wedding Photoshoot  □ Other  (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | Venue | □ Main Library  □ Koo Chen-Fu Memorial Library, College of Social Sciences  □ NTU History Gallery  (Only one venue rental allowed per application) | | |
| Content Summary |  | | | Floor  Area |  | | |
| Rental Date and Time | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD)  \_\_\_\_\_\_\_ AM/PM - \_\_\_\_\_\_\_\_ AM/PM | | | Spatial configuration, rental period, and fee standards may be adjusted according to actual management needs.  (Fields outlined in red to be completed by the librarian / unit for countersignature) | | | |
| Fee Calculation | |  |  |  | | --- | --- | --- | | Category | Amount | Applicable Discount | | Venue Rental Fee |  | □ Standard Charge  □ Applicable Discount: | | Deposit |  | | Total |  | | | | | | | |
| Processing Clerk |  | Unit for Countersignature |  | | Instructions | □ Approved  □ Denied | |
| Matters of Attention | 1. The proposal, screenplay, or script (with parts filmed in the venue circled) must be attached to this form for the filming of movies, commercials, or videos. 2. Once the application has been approved, please go to the front counter of any branch (1F administrative entrance for the Main Library) on the day of filming to exchange your ID for a permit, which must be worn in a clearly visible manner to enter the venue.  * The applicant has read the NTU *Regulations Governing the Management of Venue Rentals for Photography Purposes*, *Standards Governing Venue Rental Fees for Photography Purposes*, and the abovementioned matters of attention in their entirety and agrees to comply with the relevant regulations. | | | | | | |

Please provide your financial account information if you are paying an advance deposit.

The Cashier Division will return the deposit upon confirmation of the renters’ exit and restoration of the venue.

Bank/Chunghwa POST:

Account:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature or Company Seal)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD)