

## Application Form for Borrowing Laboratory of Department of Biochemical Science and Technology, National Taiwan University

Unit of Application (Department/Institute)		Date of Application	
Event Name		Supervising Teacher	
Experiment Name			
Borrower		Phone Number	
			Email
Venue for Borrowing	<input type="checkbox"/> Student Laboratory 1 (Room 108) <input type="checkbox"/> Student Laboratory 2 (Room 110) <input type="checkbox"/> Biochemistry Laboratory (Room 214) <input type="checkbox"/> Nutrition Chemistry Laboratory (Room 216)		
Date and Time of Borrowing			
Number of Participants and Other Matters			
Signature of Borrower:			Signature of Supervising Teacher:

### A. Borrowing Regulations

**Except for regular semester or summer courses, a borrowing application must be submitted.**

1. Eligibility for Borrowing: Limited to courses under the supervision of a teacher.
2. Borrowing Procedure: Please submit the borrowing application during office hours, and it will be received by the Department of Biochemical Technology. The review process will be completed within three days.
3. Hours of Use: During regular office hours on weekdays; **special approval is required for other time periods.**
4. Return Procedure: Fill out the Return Receipt Form to confirm the cleanliness of the laboratory environment and the inventory of laboratory equipment. The responsible teacher must confirm the completion of the return procedure.
5. Compensation for Damages: Users must use laboratory equipment carefully. In the event of damage or loss, aside from consumables under normal use, the user must bear the responsibility for repair or compensation at market value. If any damage to the laboratory equipment is discovered before the course begins, the Department of Biochemical Technology must be notified immediately, otherwise, the user will be held liable for compensation.

### B. Notes

1. Strictly adhere to the **safety regulations** and warning signs in the laboratory.
2. Before leaving, ensure to check and turn off water, electricity, doors, windows, and air conditioning equipment properly.
3. **In the event of a safety incident during the borrowing period, the borrowing team and the supervising teacher are fully responsible.**
4. For matters not covered, they will be handled according to relevant regulations.

Signature of Laboratory Manager:

Signature of Managing Teacher:

Experimental Description:

List of Medications for Use:

Equipment Borrowing List: