

臺北基督學院教職員工宿舍管理辦法

Christ's College Taipei Faculty and staff Housing Regulations

108 年 6 月 13 日本校 107 學年度第 8 次行政會議通過
114 年 8 月 5 日本校 114 學年度第 1 次臨時行政會議通過修訂

1、通則及借用

I. Housing Agreement

第一條：本辦法所稱教職員工宿舍管理係指校內公有宿舍之借用及管理事項：

The management of faculty and staff dormitories referred to in these regulations refers to matters related to the use and management of public dormitories on campus.

第二條：本校教職員工宿舍區分為宣教士宿舍及一般宿舍(含家庭、單身宿舍)。

宣教士宿舍以來台宣教士同工為主。家庭宿舍係指夫妻和直系親屬二人以上者。宿舍則由總務處負責管理。

The faculty dormitory area is divided into missionary dormitories and general dormitories (including family and single dormitories). Missionary dormitories are primarily for missionaries working in Taiwan. Family dormitories are for couples and two or more immediate family members. The dormitories are managed by the General Affairs Office.

第三條：本校專任教職員工得依規定申請借用宿舍。於宿舍借用期間，以任職本校期間為限。借用人離職、退休或其他任何原因，不再擔任學校任何職務時，應在一個月內遷出。如有例外需事先陳報校長核准。

Full-time faculty and staff members of this institution may apply to borrow dormitory accommodations in accordance with established regulations. The period of dormitory use is limited to the duration of employment at this institution. Upon resignation, retirement, or for any other reason resulting in the termination of employment with the institution, the borrower must vacate the dormitory within one month. Any exceptions must be reported to the president for approval in advance.

第四條：本校專任教職員工依規定借用宿舍者，應辦理下列手續：

Full-time faculty and staff members of this institution who wish to borrow dormitory rooms in accordance with regulations shall complete the following procedures:

一、填具宿舍借用申請表，送交總務處。

Fill out the dormitory application form and submit it to the General Affairs Office.

二、總務處於學期結束前彙整初審後，送請宿舍分配委員會審核，決議後報請校長核定之。

The General Affairs Office compiles the preliminary review results before the end of the semester, submits them to the Dormitory Allocation Committee for review, and reports the results to the president for approval.

三、核准後，借用人需簽訂『宿舍借用切結書』，並依配置簽收財產表。

After approval, the borrower must sign a "Dormitory Use Agreement" and sign for the property list according to the configuration.

四、住宿同工每月須繳交水電費(水費每人每月 100 元，電費依電表計算)，宿舍維護費用依本辦法第十六條類別計算(第一類收 200 元/坪，第二類收 500 元/坪，餐廳二樓宿舍須另加 30 元/坪，冷氣機由學校提供。宣教士臨時住宿收取行政費用 2000 元/月(不繳水電費)。

Resident staff members are required to pay monthly utility fees (water fees are 100 yuan per person per month, and electricity fees are calculated based on the electricity meter). Dormitory maintenance fees are calculated according to the job category specified in Article 16 of this regulation (Category 1: 200 yuan per square meter, Category 2: 500 yuan per square meter. Dormitories on the second floor of the dining hall are subject to an additional 30 yuan per square

meter. Air conditioners are provided by the school. Missionaries staying temporarily in the dormitory are charged an administrative fee of 2,000 yuan per month (no utility fees are required).

五、住宿需繳交住宿押金，依本辦法第十六條第一類收一萬元，第二類收二萬元，宿舍歸還時需打掃清潔復原，未遵守規範致產生之清潔打掃費用，由押金抵扣之。

A deposit is required for accommodation. According to Article 16 of these regulations, the deposit for Category 1 is NT\$10,000, and for Category 2, it is NT\$20,000. Upon returning the dormitory, it must be cleaned and restored to its original condition. Any cleaning costs incurred due to non-compliance with the regulations will be deducted from the deposit.

第五條：宿舍申請原則上不供應傢俱，若有庫存公有傢俱時，經總務處同意後可暫借使用，用畢原狀歸還。但總務處因有其他公務需要時，得予通知收回。

As a general rule, dormitories do not provide furniture. If there is public furniture in stock, it may be borrowed temporarily with the consent of the General Affairs Office and must be returned in its original condition after use. However, if the General Affairs Office needs the furniture for other official purposes, it may notify the borrower to return it.

第六條：家庭宿舍借用人，如遇任何因素致僅一人住宿時，得改配單身宿舍。

If, for any reason, only one person is residing in a family dormitory, the dormitory may be reassigned to a single dormitory.

第七條：借用人如不幸在職死亡或殘廢無法任職時，眷屬得准續住宿舍兩個月，如情況特殊，得填具申請切結書循程序簽請校長酌情延長，惟以半年為限。

If the borrower unfortunately dies or becomes disabled while employed and is unable to work, his or her dependents may continue to live in the dormitory for two months. In special circumstances, they may fill out an application form and submit it to the president for consideration of an extension, but the extension shall not exceed six months.

第八條：宿舍借用人不得將宿舍出（分）租、轉借、調換、增建、改建或作其他用途，違者中止借用。

Dormitory borrowers shall not sublet, transfer, exchange, expand, renovate, or use the dormitory for other purposes. Violators will have their borrowing privileges revoked.

第九條：宿舍借用人對宿舍設備及公有傢俱應負管理之責。公有財產不堪使用，得向總務處申請報廢。若有移動設備之需要，請先填寫財產移動單，經核准後執行。

Dormitory users are responsible for managing dormitory equipment and public furniture. If public property is no longer usable, you may apply to the General Affairs Office for its disposal. If you need to move equipment, please fill out a property transfer form first and execute it after approval.

第十條：宿舍借用人搬離宿舍時，應通知總務處並將宿舍設備及傢俱鑰匙點交清楚，如有缺少或損壞者，應依規定賠償。

When moving out of the dormitory, the borrower should notify the General Affairs Office and clearly hand over the keys to the dormitory equipment and furniture. If any items are missing or damaged, compensation should be paid in accordance with the regulations.

2、分配委員會之組織及職權

Organization and Powers of the Allocation Committee

第十一條：本校各宿舍之分配為公平合理起見，特組織宿舍分配委員會（以下簡稱本會）。

In order to ensure fairness and reasonableness in the allocation of dormitory rooms at our school, a Dormitory Allocation Committee (hereinafter referred to as "the Committee") has been established.

第十二條：本會設委員五至七人，除總務、人事部門主管及 PCA 代表為當然委員外，其餘委員報請校長聘請之。

The committee shall consist of five to seven members. In addition to the heads of the general affairs and human resources departments and the PCA representative, who are ex officio members, the remaining members shall be appointed by the president upon recommendation.

第十三條：本會召集人為總務長，其職務如下：

The convener of this association is the general affairs director, whose duties are as follows:

一、召集會議。

convene a meeting

二、開會時擔任主席。

Act as chairperson during meetings

第十四條：除特殊情形外，有下列情形之一者應收回宿舍，其認定由本會為之：

Except in special circumstances, dormitory rooms shall be reclaimed in any of the following circumstances, as determined by this Association.

一、核准並辦妥借用手續，當學期內未遷入而又未申請延期者。(PCA 不在此限)。

Approved and completed borrowing procedures, but did not move in during the semester and did not apply for an extension. (PCA is not included in this restriction.)

二、借用家庭宿舍，但其親屬於該學期並未實際住入者。

Borrowing a family dormitory, but whose relatives did not actually live there during that semester.

三、借用人不論任何原因離職或退休時。

When a borrower leaves their job or retires for any reason

第十五條：本會每學年開會一次，必要時得召開臨時會議

This association shall hold a meeting once per academic year and may convene an extraordinary meeting when necessary. °

3、分配標準及限制:

Allocation standards and restrictions

第十六條：借用宿舍 borrow a dormitory

一、學校專任教職員工宣教士、經校方同意之志工收費 200 元/坪/月。

Full-time faculty and staff members of the school, as well as volunteers approved by the school administration, are charged NT\$200 per ping per month.

二、其他或已屆住宿期滿的人住宿收費 500 元/坪/月，水電依本法第四條另計。

Other individuals or those whose accommodation period has expired will be charged 500 yuan per ping per month for accommodation, with water and electricity charges calculated separately in accordance with Article 4 of this Act.

第十七條：核准借用後自動放棄或已借用自動退還者，一年後始得再提出申請

Those who automatically forfeit their borrowing privileges after approval or automatically return borrowed items may reapply one year later. °

第十八條：距本校一十五公里以內，有自有房屋或其配偶及其直系親屬有房屋可供居住者，不得分配宿舍。

Those who own a house within 15 kilometers of the school, or whose spouse or immediate family members own a house that can be used for living, shall not be allocated dormitory accommodation.

第十九條：教職員宿舍大樓 B 棟 1~5 及北一舍 A(N1A)等以宣教士為優先，得由 PCA Team 自行分配。如宿舍仍有空缺時得開放申請。

Faculty and staff dormitory building B, floors 1-5, and North 1 dormitory A (N1A) are prioritized for missionaries and may be allocated by the PCA Team at their discretion. If there are still vacancies in the dormitories, applications may be opened.

4、管理 management

第廿條：宿舍內不得改變內部設備及使用危險易燃器具。

No changes may be made to the internal equipment of the dormitory, and no dangerous or flammable appliances may be used.

第廿一條：借用人對宿舍內外應經常保持清潔，其整潔事項應由借用人自行處理。

Borrowers should keep the dormitory clean and tidy at all times, and are responsible for maintaining cleanliness.

第廿二條：宿舍借用人不得飼養動物(如貓、狗等)，以確保公共衛生及居住安寧。除非經登錄身份檢疫證明並取得校方同意以及無其他住戶抗議。

Residents are not permitted to keep animals (such as cats or dogs) in order to ensure public health and peaceful living conditions. Exceptions may be made if the animal has been registered, has undergone quarantine, and has been approved by the school administration, provided that no other residents object.

第廿三條：借用人若發現有結構上問題或有待修繕事項時，請即時通知總務處勘查處理。

If the borrower discovers any structural problems or items requiring repair, please notify the General Affairs Office immediately for inspection and handling.

第廿四條：宿舍借用人如願自費改善或裝潢修繕時，應先提出申請，送請總務處核簽批准後處理，但不得影響結構及外觀，遷出時應予保留，並不得要求補償。

When dormitory occupants wish to improve or renovate their rooms at their own expense, they must first submit an application to the General Affairs Office for approval before proceeding. However, such improvements or renovations must not affect the structure or appearance of the dormitory. Upon moving out, the original condition of the room must be restored, and no compensation may be requested.

第廿五條：校方提供之基本配備含馬桶、水龍頭、水電開關、簡易熱水器、流理台下櫃以及電話。

The basic amenities provided by the school include a toilet, faucet, water and electricity switches, a simple water heater, a kitchen sink cabinet, and a telephone.

第廿六條：宿舍若有損壞，校方負責維修範圍含結構體、浴廁、廚房等水電基本配備。

第廿七條：本宿舍限供任職本校期間或職務上需要人員借住，借住人如留宿親友者，以不超過兩星期為原則，情況特殊者得報請校長同意延長。

If there is any damage to the dormitory, the school will be responsible for repairs, including structural elements, bathrooms, kitchens, and other basic electrical and plumbing facilities.

第廿八條：本辦法提行政會議通過呈校長核准後施行，修正時亦同。

This Regulation shall be implemented after being approved by the Administrative Meeting and endorsed by the President. The same shall apply to any amendments.