

莫麗思樓管理使用辦法

Rules and Regulations for the Management and Use of Morris Hall

中華民國 112 年 9 月 19 日 112 學年度第 2 次行政會議通過

中華民國 113 年 12 月 17 日 113 學年度第 5 次行政會議修正通過

莫麗思樓(以下稱本樓)之營運目的是為服務校友、教友及參訪來賓之住宿。

The purpose of Morris Hall (hereinafter referred to as “this building”) is to provide lodging for alumni, faculty, and visiting guests.

第一章：總則

Chapter 1: General Provisions

第一條：為使本樓充份發揮其使用效益並予以妥善維護，特訂立莫麗思樓管理使用辦法（以下簡稱本辦法），以供相關作業之依據。

Article 1: To ensure that this building is used to its full potential and properly maintained, the Morris Building Management and Use Regulations (hereinafter referred to as “these Regulations”) are hereby established to serve as the basis for relevant operations.

第二條：本樓各項設施租借由總務處負責。

Article 2: The General Affairs Office is responsible for renting out the various facilities in this building.

第三條：本樓之借用，悉按以下借用規定，由總務處承辦核准後借用之。

Article 3: The use of this building is subject to the following regulations and must be approved by the General Affairs Office before use.

第二章：公共秩序、安全、衛生

Chapter 2: Public Order, Safety, and Health

第四條：本樓內禁止吸煙、酗酒及攜入易燃危險物品。

Article 4: Smoking, excessive drinking, and bringing flammable or hazardous materials into this building are prohibited.

第五條：本樓不得收容外來訪客、攜帶寵物。

Article 5: Visitors and pets are not permitted in this building.

第六條：冷氣空調使用期間，禁止任意打開門窗，致使冷氣外洩，浪費能源。

Article 6: While the air conditioner is in use, do not open doors or windows without reason, as this causes cool air to escape and wastes energy.

第七條：損壞儀器設備者，照價賠償。

Article 7: Anyone who damages instruments or equipment must pay for the damage at market value.

第三章：申請對象

Chapter 3: Eligible Applicants

第八條：本校教職員工生、校友及其家眷。

Article 8: Faculty, staff, students, alumni, and their family members.

第九條：海內外營隊、學者、宣教士、教友、義工或參訪交流來賓

Article 9: Camp participants, scholars, missionaries, church members, volunteers, and visiting guests from both home and abroad

第四章：場地借用

Chapter 4: Venue Rental

第十條：進住時間為下午三點後，由申請人至總務處或警衛室領取鑰匙，退房時間為隔日中午十一點前，由申請人於當日早上負責交回鑰匙總務處。

Article 10: Check-in is after 3:00 p.m. ; the applicant must pick up the keys at the General Affairs Office or the Security Office. Check-out is by 11:00 a.m. the following day; the applicant is responsible for returning the keys to the General Affairs Office that morning.

第十一條：客房僅提供 110V 之電源。

Article 11: Guest rooms are equipped with 110V power outlets only.

第十二條：本辦法租期分短、中、長期，租金收費如下(校友、外國宣教士、學生家長、本校教職員工生九折、校長特准者 8 折收費)：

Article 12 : The lease terms under these regulations are classified as short-term, medium-term, and long-term. The rental fees are as follows (alumni, foreign missionaries, parents of students, and faculty, staff, and students of this institution receive a 10% discount; those granted special approval by the president receive a 20% discount):

1. 短期依天計算：二人套房 2,000 元/間、三人套房 2,200 元/間、四人套房 2,400 元/間、四人雅房 2,200 元/間、五人雅房 2,400 元/間、六人雅房 2,600 元/間、八人雅房 3,000 元/間、(含水電、寢具、不含網路)，盥洗用具請自備。

1. Short-term stays (charged by the day): Two-person suite—2,000 NTD per room; three-person suite—2,200 NTD per room; four-person suite—2,400 NTD per room; four-person standard room—2,200 NTD per room; five-person standard room—2,400 NTD per room; six-person standard room—2,600 NTD per room; eight-person standard room—3,000 NTD per room; (includes utilities and bedding; internet not included). Please bring your own toiletries.

2. 中、長期收費如下：

The medium- and long-term fees are as follows:

中期(超過一個月) Medium-term (more than one month)	套房(含水電) Suite (utility charges included)	備註：含水電 Note: Includes water and electricity
2-3 人房 Room for 2 - 3 people	23,000 元/月 NT\$23,000/M	不含寢具、用餐、網路 租期超過一個月後之日數費用依比例計算 Does not include bedding, meals, or internet access. For rental periods exceeding one month, charges for additional days will be calculated on a pro-rata basis.
4 人房 4-Person Room	26,000 元/月 NT\$26,000/M	
長期(超過一年) Long-term (more than one year)	依上述費用少收 1000 元 / 月 Based on the above fees, a reduction of 1,000 / per month.	(不含用餐含網路)租期超過一年之日數費用依月數比例計算 (Meals not included; internet included) For rental periods exceeding one year, the fee is calculated on a pro-rata basis based on the number of months.

第十三條：中、長期住客入住

Article 13: Check-in for Medium- and Long-Term Guests

1. 須出示有效證件辦理住宿登記，並先支付房間月費用。長期租借需要 2 個月押金，期滿宿舍復原後無息歸還。

1. You must present valid identification to check in and pay the monthly room fee in advance. For long-term rentals, a two-month security deposit is required, which

will be refunded without interest once the room has been restored to its original condition at the end of the lease term.

2. 垃圾及清潔由自己負責，垃圾須打包放置垃圾場。

2. You are responsible for your own trash and cleaning; trash must be bagged and placed in the designated trash area.

3. 宿舍外加電器須向學校申請裝設，同意後電費另計。

3. Students must apply to the school for permission to install additional electrical appliances in their dorm rooms; once approved, electricity charges will be billed separately.

第五章：附則

Chapter 5: Supplementary Provisions

第十四條：本辦法經行政會議通過，陳請校長核定後公佈實施，修正時亦同。

Article 14: These Regulations shall be promulgated and implemented after being approved by the Executive Meeting and submitted to the President for ratification; the same shall apply to any amendments.