

國立高雄餐旅大學烘焙管理系一般教室管理要點

Directives for General Classroom Management of the Department of Baking Management, National Kaohsiung University of Hospitality and Tourism

101 年 2 月 24 日 100 學年第 2 學期第 1 次系務會議審議通過

101 年 3 月 1 日 100 學年第 2 學期第 1 次院務會議審議通過

107 年 10 月 8 日 107 學年第 1 學期第 3 次系務會議修正通過

107 年 10 月 11 日 107 學年第 1 學期第 1 次院務會議修正通過

- 一、 烘焙管理系(以下簡稱本系)為有效整合、運用與管理一般教室，特訂定本系一般教室管理要點(以下簡稱本管理要點)；本管理要點若有未盡事宜之處，得隨時補充公佈之。

1.To effectively integrate, utilize, and manage general classrooms, the Department of Baking Management (hereinafter referred to as "the Department") formulates these Management Directives (hereinafter referred to as "these Directives").
Any unmentioned matters shall be supplemented and announced as needed.

- 二、 本系一般教室借用對象與時機為：

- (一) 本系課程使用
- (二) 他系課程使用
- (三) 經本系核准借用之課程、會議或活動

2. The general classrooms of the Department may be borrowed by/for the following:

- (1) Courses offered by the Department.
- (2) Courses offered by other departments.
- (3) Courses, meetings, or activities approved by the Department.

- 三、 烘焙管理系系辦公室負責本系所有一般教室管理督導之責，並包括教室借用/使用違規處分之裁量。

3. The Department Office is responsible for supervising the management of all general classrooms and holds full discretion over administrative sanctions regarding violations of classroom borrowing and usage rules.

- 四、 教室借用程序如下：

- (一) 欲借用教室者至少於使用前三天至本系辦公室辦理預約登記。
- (二) 經准許借用後，填寫「借用登記簿」，並由負責同學簽名。請借用單位自行申請空調。
- (三) 借用前半小時由負責同學至本系辦公室領取鑰匙，抵押負責學生證

以釐清善後責任。

(四) 教室用畢後將鑰匙歸還本系辦公室，並由負責同學於「借用登記簿」上註明歸還。

(五) 若有臨時須使用教室之特殊情況，而不及依上述程序申請者，得經本系辦公室同意，填寫「借用登記簿」後借用本系教室，但以不損及在該時段已登記借用者之使用權益為原則。

4. The procedures for borrowing a classroom are as follows:

- (1) Applicants must reserve the classroom at the Department Office at least three days prior to use.
- (2) Upon approval, complete the "Borrowing Logbook" and have the responsible student sign it. The borrowing unit is responsible for applying for air conditioning activation.
- (3) The responsible student must collect the classroom key at the Department Office 30 minutes prior to use and leave their student ID card as collateral to establish responsibility for post-use cleanup.
- (4) After use, return the key to the Department Office, and the responsible student must mark the return in the "Borrowing Logbook".
- (5) In special cases requiring immediate use where advance application is impossible, temporary borrowing may be granted with Department Office approval after filling out the logbook, provided it does not infringe upon the rights of previously scheduled users.

五、 借用教室禁止事項如下：

- (一) 禁止喧擾、丟棄垃圾。
- (二) 不得任意搬動或拆裝本教室之設備。
- (三) 非經本單位同意，教室內所有器材不得外借。
- (四) 嚴禁故意損毀或偷竊教室相關設備、裝潢、器材。
- (五) 其餘經管理單位口頭或書面告知禁止事項。

5. The following acts are strictly prohibited in the classrooms:

- (1) Making excessive noise or littering.
- (2) Arbitrarily moving, disassembling, or modifying classroom equipment.
- (3) Lending out any classroom equipment without prior consent from the Department.
- (4) Intentional damage or theft of classroom equipment, decorations, or property.
- (5) Any other actions prohibited verbally or in writing by the administrative unit.

六、 教室使用之維護及損毀責任歸屬相關規定如下：

- (一) 於使用後須將教室內桌椅歸定位並排列整齊。
- (二) 於使用後應關閉空調及視聽設備電源，並將所有門窗上鎖。
- (三) 於使用後應將教室打掃乾淨，並帶走所有垃圾。

(四) 使用中如有任何儀器設備發生損毀或異常，應即向本辦公室報備。

借用本教室者於開啟教室後，應先自行檢查所有儀器配備，若發現有任何損毀或異常狀況，須在其申請借用時段的前半小時內報請本系辦公室處理。維護與損毀責任之歸屬依下列方式認定：

1. 借用者確無任何使用疏失，並依規定於借用時段前十分鐘內向本辦公室報備，責任之認定歸前次借用者。
2. 借用者雖於前十分鐘內向本辦公室報備，但有明顯之使用疏失，或未依規定於前十分鐘內報備者，責任之認定歸借用者。
3. 認定責任之歸屬時，若責任可明確歸個人疏失，以該疏失個人為責任歸屬人。若無法明確認定個人疏失，以使用班級為責任歸屬人。
4. 儀器/設備有損毀時，責任歸屬人應負損害賠償之責任。

6. Regulations regarding maintenance and liability for damage are as follows:

- (1) Desks and chairs must be restored to their original neat arrangement after use.
- (2) Power for air conditioning and audiovisual equipment must be turned off, and all doors and windows locked.
- (3) The classroom must be cleaned, and all trash taken away after use.
- (4) If any equipment is damaged or malfunctions during use, it must be reported to the Department Office immediately.
 - i. If the current user has no operational fault and reports the issue within the designated timeframe (within the first 10 minutes of use), liability shall fall on the previous user.
 - ii. If there is clear evidence of user fault, or if the report is not filed within the designated timeframe, liability shall fall on the current user.
 - iii. When determining liability, if individual negligence is clear, the individual shall be held liable. If individual negligence cannot be determined, the entire class using the room shall share liability.
 - iv. In the event of equipment damage, the liable party shall bear the cost of compensation/repairs.

七、 本辦法經系務、院務會議審議通過後，陳請院長核定後公告實施，修正時亦同。

7. These Directives shall be submitted to the Dean for approval and promulgated for implementation after being reviewed and passed by the Department Affairs Meeting and College Affairs Meeting. The same procedure applies to any future amendments.

本規章負責單位：廚藝學院烘焙管理系

Responsible Unit: Department of Baking Management, College of Culinary Arts