

# Taipei Tech East Dorm Food Heating Room Application and Usage Regulation

Approved by Office of International Student Affairs on May 1<sup>st</sup>, 2020

1. The following regulations are hence prescribed to manage/ maintain a neat and safe environment for users.
2. The authority is Overseas Students Advising Section in Office of International Student Affairs.
3. The open hours are: **07:00am~09:00am, 10:00am~14:00pm, and 17:00pm~23:00pm**. It will alter during Ramadan. Please pay attention to announcements.
4. How to apply for : (1) **The users are East dorm residents only.** (2) **The first month of each semester could apply for it.** Please pay attention to the email and announcement. (3) After reading this regulation, please go to OIA web page (<https://oia.ntut.edu.tw/index.php?Lang=en>) to apply for online during applying period.
5. Please note :
  - (1) Enter the gate by using STUDENT ID card after completing the application. Do not lend your student ID card to others. If breaking the rule, **we will disqualify your access, and the responsibility is on YOU!!**(If there is any damage in the heating room, you need to take the responsibility.) Please follow up the **“one card one user”** rule.
  - (2) Follow manual instructions of heating room equipment and maintain neatness. **Any person causing damage shall be liable for compensation.**
  - (3) Please leave **all the heating room equipment** in the original location.
  - (4) Personal electric appliances are NOT allowed in the heating room. (Example: Electricity/Gas stove, Rice cooker, oven, and etc.)
  - (5) Please **make sure to turn off light and clean up heating room equipment** after using. (Mop the table and microwave.) Also, **take away your personal trash out of the heating room.** (Bring a plastic bag and throw it away by yourself.)
  - (6) To avoid drain clogs and sink falls, do not pour waste or leave anything in the sink. Users should take responsible for keeping the sink clean after using.
  - (7) Do not leave your private food and goods in the heating room cupboards. If not, we will throw them away.
  - (8) Do not take food and goods from others without asking. This behavior is stealing.
  - (9) To avoid influencing other students, please try not to cause any noises as you use the heating room.
  - (10) Respect and think about other users. Please control heating room **using time within 30 minutes to an hour**. This is only a fast heating place, not a house kitchen.
  - (11) In case of emergency, please inform the dorm manager immediately. Equipment will only renew until it's expired year, so please treasure it. NEVER try to have it repaired by yourself. Report to the OIA Overseas Students Advising Section.
  - (12) Please don't lock up the room with the door knob. Instead, use the electrical lock.
  - (13) Please pay attention to emails and announcements, and follow up.
6. Those who break the regulations will receive **Warnings**. Constant regulation violators will be given more severe disciplinary punishments. Be aware.
  - A. **First warning** - The student may not use the heating room for **a month**.
  - B. **Second warning** - The student may not use the heating room for **one semester**.
  - C. **Third warning** - The student may **never** use the heating room.
7. CCTV is 24 hours on, so please do not break ANY regulation. The result is severe.
8. **This Regulation is announced and implemented after approval by OIA. The same is applicable to any amendment hereto.**

## 切結書 Affidavit

立書人簽名 Signature:

立書人學號 Student ID:

立書日期 Date:

--- Student Keep Slip ---

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