國立高雄餐旅大學 旅館管理系專業教室管理要點

National Kaohsiung University of Hospitality and Tourism
Department of Hotel Management
Guidelines for the Management of Departmental Specialized Classrooms

101 年1月10日經100學年度第1學期系務會議審議通過
101年2月22日100學年度第2學期餐旅學院第1次院務會議核備
106年8月23日第381次行政會議通過本校法規提案審議作業規範第六點（法規最末條條文統一修正）
107年5月23日106學年度第2學期第3次系務會議修正通過
107年12月5日107 學年度第1 學期餐旅學院第2次院務會議核備
111年9月20日111學年度第1學期第1次系務會議修正通過
111年9月28日111第1學期餐旅學院第1次院務會議核備
Last Amended: September 28, 2022

一、旅館管理系(以下簡稱本系)為有效整合、運用與管理專業教室，特訂定本系專業教室管理要點(以下簡稱本管理要點)；本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 specialized classrooms, the Department of Hotel Management (hereinafter referred to as "the Department") hereby establishes the Guidelines for the Management of Departmental Specialized Classrooms (hereinafter referred to as "the Guidelines"). Any matters not covered herein may be supplemented and announced at any time.

二、本管理要點所稱之專業教室為本系之多功能專業教室、專業教室及其所有器材與設備。

2. The term "specialized classrooms" as used in the Guidelines refers to the Department's multi-functional specialized classrooms, specialized classrooms, and all instruments, tools, and equipment therein.

三、本系之專業教室以提供本系專業課程使用為優先，基於教室空間資源分享，本校其他科系若因教學課程需要，須於各學期開學前連繫本系以便安排教室使用控管；另非前項因素之借用，如推廣教育課程、競賽練習、活動使用等所需，亦應事前向本系提出借用申請。

3. The specialized classrooms of the Department are primarily reserved for courses offered by the Department. To facilitate the sharing of campus resources, other academic departments requiring these classrooms for instructional purposes shall contact the Department prior to the start of each semester to arrange usage and coordination. For all other non-instructional purposes, including extension education programs, competition practice, or special events, an application for reservation must be submitted to the Department in advance.

四、專業教室之借用一律以單位或團體之使用為限，由單位主管(授課專/兼任教師) 具名借用並擔負使用責任，個人借用一概不受理。

4. The reservation of specialized classrooms is strictly limited to academic/administrative units or groups. The application must be signed and submitted by the head of the unit or the instructor (full-time or part-time faculty member), who shall bear full responsibility for its usage. Individual applications will not be accepted under any circumstances.

五、由系主任指派專任(案)教師負責所有專業教室管理督導之責，並包括教室借用/使用獎懲處分之裁量。

5. The Chair of the Department shall appoint a full-time (or project-based) faculty member to

oversee the management and supervision of all specialized classrooms, which includes the discretion to impose rewards or penalties regarding classroom reservation and usage.

六、專業教室借用程序與使用規定事項如下:(上課時間/非上課之其他時間)

(一) 應於借用日前 10 天向系提出申請，並繳交學生證或相關證明文件。

(二) 本校各單位或團體之借用申請由本系(科)主任、所屬院長審核決定後通知。

(三) 使用中如有任何設備發生異常或損毀，應即向本系辦公室報備。

6. The application procedures and regulations for the usage of specialized classrooms are as follows (applicable to both class hours and non-class hours):
   (1) Applications must be submitted to the Department 10 days prior to the date of intended use, along with the student ID card or relevant certification documents.
   (2) Reservation applications from university units or groups shall be reviewed and approved by the Department Chair and the Dean of the College before a notification of the decision is issued.
   (3) If any equipment malfunctions or is damaged during use, it must be reported to the Department Office immediately.

七、專業教室禁止事項如下:

(一) 非經同意，不得任意移動或拆裝教室之設備。

(二) 非經同意，學生不得外借教室內所有工具、器材及設備。

(三) 非經同意，學生不得任意拿取餐服、調酒相關器皿(如口布、水杯、酒杯、餐具、床單、枕頭(套)…等)。

7. Prohibited actions in the specialized classrooms are as follows:
   (1) Without prior authorization, no equipment in the classroom shall be moved, disassembled, or reinstalled.
   (2) Without prior authorization, students are strictly prohibited from borrowing any tools, instruments, or equipment from the classrooms for external use.
   (3) Without prior authorization, students shall not take any tableware or bartending utensils (such as napkins, water glasses, wine glasses, cutlery, bedsheets, pillows/pillowcases, etc.).

八、專業教室使用之維護、安全及清潔規定事項如下:

(一) 於使用後應將教室清掃乾淨，並帶走所有垃圾丟至垃圾處理場，依相關規定處理。

(二) 於使用後應關閉空調、電風扇及視聽設備電源，並將所有門窗上鎖。

(三) 依照本系制定之各專業教室/設備作業檢查表或交接日誌中之檢查事項，確實執行。

(四) 男、女廁垃圾桶不可隨意亂入早餐之餐盒、飲料瓶、便當盒，只可丟入衛生紙。

(五) 實習旅館應派公共清潔人員負責清理工作。

8. Regulations for the maintenance, safety, and cleanliness of the specialized classrooms are as follows:
   (1) After use, the classroom must be thoroughly cleaned, and all trash must be removed and disposed of at the designated campus waste disposal site in accordance with relevant regulations.
   (2) After use, the power to all air conditioners, electric fans, and audiovisual equipment must be turned off, and all doors and windows must be securely locked.
   (3) Inspection items listed in the checklist or handover log for each specialized classroom/equipment established by the Department must be rigorously executed.
   (4) Trash cans in the male and female restrooms are strictly for toilet paper only; breakfast boxes, beverage bottles, and bento boxes shall not be disposed of therein.
   (5) The Training Hotel shall assign public cleaning staff to be responsible for its cleaning duties.

九、專業教室使用後歸還之規定事項如下:

(一) 本系學生、借用單位或團體於教室使用結束應立即清理復原教室與器材設備，並於 1 小時內通知本系負責該專業教室之管理人員進行檢查清點以歸還鑰匙。

(二) 如有任何設備與器具毀損或遺失，一概由使用單位負責賠償新品或恢復設備同價值之金額。

9. Regulations for the return of specialized classrooms after use are as follows:

(1) Students of the Department, borrowing units, or groups shall immediately clean and restore the classroom and its equipment to their original state upon conclusion of use, and shall notify the Department's classroom management personnel within 1 hour to conduct an inspection and inventory before returning the keys.

(2) In the event of any damage to or loss of equipment and utensils, the user unit shall be fully responsible for compensating with new replacements or paying an amount equivalent to the value of the equipment for restoration.

十、專業教室借用/使用之違規處分如下:

(一) 若違反本要點第 4 條之相關規定，冒名教師名義申請借用者，經查屬實，得以校規獎懲辦法處理。

(二) 若違反本要點第 7 條之相關規定，經查屬實，得以校規獎懲辦法處理。

(三) 若違反本要點第 8 條之相關規定，經查屬實，得以校規獎懲辦法處理。

(四) 若違反本要點第 9 條之相關規定，經查屬實，得以校規獎懲辦法處理。

10. Penalties for violations regarding classroom reservation and usage are as follows:

(1) Any violation of Article 4 of the Guidelines involving the unauthorized use of a faculty member's name for a reservation application shall, upon verification, be penalized in accordance with the University Regulations on Student Rewards and Penalties.

(2) Any violation of Article 7 of the Guidelines shall, upon verification, be penalized in accordance with the University Regulations on Student Rewards and Penalties.

(3) Any violation of Article 8 of the Guidelines shall, upon verification, be penalized in accordance with the University Regulations on Student Rewards and Penalties.

(4) Any violation of Article 9 of the Guidelines shall, upon verification, be penalized in accordance with the University Regulations on Student Rewards and Penalties.

十一、本要點經系務會議訂定，陳請系主任核定，送院務會議核備，修正時亦同。

11. The Guidelines shall be formulated by the Department Affairs Committee, approved by the Department Chair, and submitted to the College Affairs Committee for record-keeping. The same procedure shall apply to any future amendments.

本規章負責單位：旅館管理系

Responsible Unit: Department of Hotel Management