

## 學生宿舍「臨時門禁卡」使用規定/

### Student Dormitory Temporary Access Card Terms of Use

1. 學生宿舍臨時門禁卡，專供非住宿生因正當原因必須進出學生宿舍之人員使用。  
The student dormitory temporary access card is only provided to non-residence who intends to enter the dormitory for reasonable cause.
2. 「正當原因」係指因宿舍管理單位之委託進入宿舍進行修繕、清潔、現場勘查或非本校人員於宿舍辦理營隊活動期間帶隊進出時用。  
“Reasonable cause” refers to any personnel entering the dormitory for repair, cleaning or investigation purpose entrusted by the dormitory management unit, and non-Yuan Ze University students who accommodate in the dormitory for the duration of their camp.
3. 使用臨時門禁卡應向宿服組登記並繳交500元押金，損壞或遺失時該押金不予退回，以為賠償。  
Registration at the Student Housing Service Section and a deposit of 500 NTD are needed to receive the temporary access card. The deposit will not be refunded if the card is lost or damaged.
4. 男、女宿舍輔導人員負責管制公用臨時門禁卡，供因公臨時進出人員使用，禁止交由住宿學生替代學生證使用，以免造成人員管制之誤失。  
The male and female dormitory counselors are responsible of keeping the public temporary access card, only given to personnel for temporary access. The card is forbidden to be lent for students as student card to prevent management error.
5. 營隊借用臨時門禁卡，以一營隊男女宿舍各一張為原則，必要時經宿服組同意得酌增借用數量，但至多以男女宿舍各3張為限。  
Temporary access card lent to camp members is limited to one for male or female dormitory. Extra card can be given after consideration and approval by the Student Housing Service Section. However, only 3 card are permitted for both male and female dormitory.
6. 本規定如有修訂，經宿服組務會議討論後增修。  
Any further revision will be decided by Student Housing Service Section after approved in future meetings.