

會文館自費住宿訂房單

申請單位 Applicant Status	<input type="checkbox"/> 教職員工(Staff/Faculty)單位名稱: _____ <input type="checkbox"/> 學生(Student)系/所: _____ <input type="checkbox"/> 校友(Alumni)系/所: _____ <input type="checkbox"/> 其他(Other): _____	人員代號/學號 (Staff or Student ID No.): _____	
申請人與貴賓關係 Applicant Affiliation		申請人及電話 Applicant & Contact Tel.	
貴賓姓名 Occupant's Name	姓(Surname) 名(First Name)	貴賓電話 Occupant's Tel.	
進住日期 Arrival	年(Year)/月(Month)/日(Day) / /	退房日期 Departure	年(Year)/月(Month)/日(Day) / /
訂房天數 Days		進住人數 Number of people	
房間型態/定價 Type of Rooms/ Rate per Night	<p>2 張單人床(Twin room)</p> A <input type="checkbox"/> NT\$2,500 _____ 間 Room(s) B <input type="checkbox"/> NT\$1,750 _____ 間 Room(s) C <input type="checkbox"/> NT\$1,400 _____ 間 Room(s)		
	<p>1 張單人床 (Single Room) : D <input type="checkbox"/> NT\$1,200 _____ 間 Room(s)</p>		
申請人簽名 Signature of Applicant		總務處事務整備組 General Services Support Section	
備 註	<p>一、本校教職員工生、校友等皆可申請住宿，其眷屬親友必須由本校教職員工生或校友代為申請。</p> <p>二、申請者以定價 8 折優惠，住宿期限以二週為限。</p> <p>三、開車之貴賓需過夜停車者，請先留車號 _____ 以便報備及享有免費停車優惠 (1 戶 1 車)。</p> <p>四、本訂房單個人資料，僅供本次會文館住宿申請之用，不另做他用。</p> <p>1. Employee, teachers, students and alumni are all qualified to rent a room, application of siblings should be done by the listed qualified people.</p> <p>2. Applicants will get a 20% price off, stay limit is up to 2 weeks.</p> <p>3. Guests who need overnight parking service please provide us your car number _____ for our information and free parking (one room one car).</p> <p>4. The information you provide will be kept confidential and will be used only for room application.</p>		

淡江大學會文館住宿須知

- 一、進住時間為 14:00 到 17:00，延遲進住者請事先告知以便辦理保留。退房為中午 12:00 前，延遲退房者，將加收住宿費。
- 二、請於訂房隔日(上班時間)完成繳費手續，否則不予保留房間。
- 三、進住領取鑰匙與門禁卡時，自費住宿者請出示繳費收執聯、和身份證明。公費住宿者，請由申請之相關單位承辦人完成領取手續。
- 四、欲更變訂房日期、房型或房間數，請於進住前 3 日(含)聯絡事務整備組辦理。
- 五、住宿期間不供應早餐、不提供房間及床單之清潔服務，房客如有清潔服務需求，每次需加收清潔人員工作費 300 元及換洗物件之金額如下：換洗枕頭套及床單 100 元/組，浴巾及毛巾 25 元/組。
- 六、房間內提供之物品：大、小毛巾各一條、肥皂一小塊、衛生紙，電熱水瓶、杯子等。
- 七、公共區域提供之設施：二樓、三樓設有微波爐、洗衣機、烘乾機；四樓有健身房。
- 八、本館全面禁菸、禁帶寵物、除公用微波爐外禁止任何形式烹煮。
- 九、本校場地不得使用大陸廠牌資通訊產品。
- 十、住房人數依床位規定，不接受另外加床。
- 十一、退房時請將房間鑰匙與會文館大門門禁卡整組放置床頭櫃上，並將房門反鎖即可。
- 十二、如需夜間停車，請於住宿申請單中填寫車號俾便入校停放。
- 十三、訂房專線電話：(02)26215656 轉 2232。

E-mail : agox@oa.tku.edu.tw

Housing Information

1. Please inform us of your desired check-in time if it differs from our typical check-in time.
Please note that an additional charge will apply for guests checking out after 12pm.
2. Room reservation(s) will only be kept when full payment is made within a day of booking.
3. When checking-in, please present your receipt of payment and personal ID. For reservations made on behalf of guests, the check-in procedure should be made by the applying body.
4. For reservation changes, please inform us 3 days before arrival.
5. Meals and housekeeping services are not provided. Housekeeping service should be requested in advance if needed and will incur an additional fee of NT300 each time.
Linen and towel laundering fee will be charged:
Linen (Pillowcases & sheet) NT100/set Towel (Facecloth & Bath towel) NT25/set
6. Cups and electric heater are provided in each room. Personal toiletries provided included towels, soap and tissue paper.
7. Microwaves are available on both the 2nd and 3rd floors. The Laundry Room is located on the 3rd floor. Gym facilities are available on the 4th floor and the gym is open daily from 7am to 8pm.
8. The use of communication products from mainland China manufacturers is not allowed in Tamkang University Campus.
9. Smoking and pets are prohibited throughout the premises. Only cooking with microwaves in common areas is permitted.
10. Extra bed request will not be accepted.
11. Please leave the room key and the entrance card on the bedside table, and locked in the door when checking out.
12. On-campus parking is available upon request in advance.
13. For reservations, please call: (02) 2621 5656 Ext. 2232 during office hours.

Email: agox@oa.tku.edu.tw