

NDHU Student Dormitory Spare Key Borrowing Method

I. Purpose

To establish regulation for borrowing spare keys in the case that students lock themselves out of their dormitory rooms without carrying their keys. This regulation is enacted to provide guidelines for borrowing spare keys.

II. Key Borrowing Procedure

1. Verify the identity of the resident: Present identification documents of the borrower (resident) and keep them as a deposit. Once the identity is confirmed, the key can be borrowed. If no identification is available, use the "Basic Information Form for Residential Students" for verification.
2. Recording the borrowing process: The borrower fills out the Key Borrowing Declaration form accurately. The dorm manager records relevant information (such as borrowing date, name, room number, borrowing time, return time, etc.) in the key borrowing logbook.
3. Return confirmation: The identification documents are returned when returning the borrowed key. The dorm manager notes the return time and checks if there are overdue returns for appropriate actions.

III. Key Borrowing Regulations

1. Limitation of borrowing frequency: The number of key borrowings each semester cannot exceed three times. If there is excess it will result in a fine of NTD \$50 for each occurrence.
2. Borrowing time: Each key borrowing is limited to a maximum of 10 minutes. If the key is not returned after one hour, a verbal warning will be issued. If the key is not returned after six hours, a violation notice will be issued, and a service penalty of campus for four hours will be imposed. If the key is not returned after one day, a fine of NTD \$100 will be imposed. If the key is not returned after three days, it will be considered lost and a fine of NTD \$100 will be imposed. For the residents who submit the wrong key or lose it, a fine of NTD \$100 will be imposed.