Management Method of Student Association Office

The Regulation aims to maintain the resource, safety, clean and rationality of Student
association office.

Please follow the rules below when you stay in student associations office:
1. Accept guidance and regulation of Student Affairs Office.
2. Follow the Campus Venues Leasing Regulations.
3. Keep the office area clean.
4. Turn off the lights, windows, door and air conditioner when leaving.
5. Drinking, smoking and clamour is not allowed.
6. Keep the wall, window and ceiling clean.
7. Do not use any electric appliances or transformer without approval.
8. Keep all equipment and facilities in good condition, Any damage or lose must be
paid.
9. All keys of the office and lockers should be keep well.
10. Arrange duty officer during office hour.
11. Cannot allocate Student Association Office without Student Affairs Office
approval.
12. Anyone who violate the regulations will rescind the usage rights and cause
Disposition.

Student Affairs Office
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