

# 台北市私立復興實驗高級中學攝影棚借用申請單

## Application Form for Reserving the Studio (3F)

【老師借用請直接與管理人聯絡】 【學生借用需填寫】

If teachers want to reserve the room, please contact Studio.

Students need to fill out the form.

申請班級 Class		老師簽名同意 Teacher's signature	
申請學生 Applicant		人數 Number of students	
活動名稱 Reason		其它同學座號 Other students' numbers	
申請使用時間 Time of Use	自____年____月____日____時____分~____時____分 From yyyy mm dd hour minute to hour minute		
項目 Items	使用機器 ( ↓ 由攝影棚填製 ) Device used (Filled out by the Studio)		
攝影設備 Video Recording Device	<input type="checkbox"/> 攝影機(Camera) <input type="checkbox"/> 導播機(Director) <input type="checkbox"/> 讀稿機(Teleprompter) <input type="checkbox"/> 去背(Chroma key) <input type="checkbox"/> 其它(Other)_____		
收音設備 Audio Recording Device	<input type="checkbox"/> 手持無線麥 (Handheld Wireless Microphone) <input type="checkbox"/> 無線 Mini 麥 (Wireless Mini Microphone) <input type="checkbox"/> 大振膜電容麥 (Condenser Microphone) <input type="checkbox"/> 直立麥克風架 (Upright Microphone Stand) <input type="checkbox"/> 頸彎麥克風架 (Gooseneck Microphone Stand) <input type="checkbox"/> 耳機(# of Headphone ) _____支 <input type="checkbox"/> 混音器(Mixer)		
多媒體設備 Multimedia Player Device	<input type="checkbox"/> 投影機(Projector) <input type="checkbox"/> 剪輯設備(Editing PC) <input type="checkbox"/> 筆電(Notebook) <input type="checkbox"/> iPad <input type="checkbox"/> 直播機(YouTube Live Streaming)		

- 攝影棚對外開放時間如下：周一~五 7:30~17:30。(11:50~13:20 休息時間，不借用學生申請)  
Office hours:07:30-17:30, Monday to Friday. (No students are allowed from 11:50-13:20)
- 學生需於三天前向攝影棚提出申請。如因故未能如期使用，請於一天前通知管理人員取消預約。【預約未到以曠課處理】  
Students should submit application 3 days prior to the event. Should the students need to cancel reservation, they should inform the Studio one day ahead. No-shows after reservation will be considered as absenteeism.
- 先預約先使用，借用學生先詢問攝影棚空檔時間，並親填攝影棚借用申請單經由老師簽名同意，把申請單送回攝影棚預約。  
The reservation is first come, first served. Students should ask Studio time slot before you fill out the application form with teacher's signature, and then submit the form to the Studio.
- 使用本設備時應愛惜使用，如因人為不當使用致使機器損壞，須負賠償或維修之責。  
Please use the device with caution. If any property is damaged as a result of improper use, the applicant is responsible to pay for the loss without objection.
- 嚴禁攜帶飲料、食品入內，以維護場地環境清潔及安全。  
No eating or drinking is allowed in this area. Keep the room clean at all times.