

國立中山大學醫學院 IR5035 學生休息室管理規則

Regulations for Management of Student Lounge IR5035 in the College of Medicine

115.09.17 院主管會議制訂通過

Approved at the College Management Meeting on September 17, 2026

- 一、國立中山大學醫學院為保障學生公平使用休息室，並維護休息室之環境衛生安全，特訂定本規則，以作為學生使用休息室及工作人員執行業務之依據。
 - I. These regulations are formulated to ensure fair access to the lounge for all students at the College of Medicine, maintain environmental hygiene and safety and to provide guidelines for student use and staff administration.
- 二、開放時間：每日上午 7 時至晚上 9 時。
 - II. Opening Hours: 7:00 a.m. to 9:00 p.m. daily.
- 三、為維護學生安全，本休息室內設有監視器。
 - III. For student safety, the lounge is equipped with surveillance cameras.
- 四、本休息室設置各系所專屬之獨立吊櫃存放公用物品，吊櫃鑰匙請洽各系所辦公室借用。個人物品請務必隨身攜帶，本休息室不負保管責任。
 - IV. Separate wall-mounted cabinets are provided for each department/institute to store shared items. Cabinet keys may be borrowed from the respective department/institute office. Students shall keep their personal belongings with them at all times. The College is not responsible for their safekeeping.
- 五、為有效利用空間資源，本休息室管理規定如下：
 - V. To ensure efficient use of space, the following regulations apply:
 - (一) 本休息室因座位有限，僅開放醫學院所屬學生使用，學生須以本人學生證刷卡進入，不可尾隨他人或協助他人進入。
 - (1) Due to limited seating, use of the lounge is restricted to students enrolled in the College of Medicine. Students shall use their own student ID cards to enter. Entering behind others without using one's own card (tailgating) or assisting others to enter is strictly prohibited.
 - (二) 進出本休息室時應將門確實關閉，以確保門禁系統可正確運作。
 - (2) Users shall ensure that the door is fully closed when entering or leaving the lounge to allow the access control system to function properly.
 - (三) 本休息室採自由入座，每日使用結束時須將個人物品攜離，嚴禁隔夜放置個人物品，亦不得以任何形式占用座位。
 - (3) Seating is unassigned. Users shall remove their personal belongings after using the lounge each day. Leaving personal belongings overnight or reserving seats in any manner is strictly prohibited.
 - (四) 學生於休息室內不得大聲喧嘩，若有垃圾需自行攜出清除，不得將垃

圾留置於休息室內。

(4) Loud or disruptive behavior is prohibited. Users must remove and properly dispose of their own trash. No trash may be left in the lounge.

(五) 學生不得攜入或存放違禁品、危險物、易腐敗變質物品、有惡臭味道之物品或其他妨害衛生、安全之物品。

(5) Students are prohibited from bringing into or storing in the lounge any prohibited items, hazardous materials, perishable goods, foul-smelling items, or other items that may pose hygiene or safety risks.

(六) 最後離開之人員，應隨手將空調及燈光關閉。

(6) The last person to leave shall turn off the air conditioning and lights.

六、未依前項規定攜離之個人物品，本院得逕行移置或丟棄物品，且不負任何賠償及保管責任。

VI. The College may relocate or dispose of personal belongings that are not removed in accordance with the preceding provisions and shall not be responsible for their safekeeping or any resulting compensation.

七、學生暫離座位超過 2 小時未使用視為佔用行為，因本休息室無專人定時巡查，如其他使用者發現座位佔用情形，得拍照存證並以線上表單方式回報，本院將於上班時間盡速協助處理。

VII. A seat left unused for more than two hours during a student's temporary absence will be considered improperly occupied. As the lounge is not routinely inspected by dedicated staff, users who notice such violations may take photographs as evidence and submit a report through the online form. The College will address reported cases as promptly as possible during office hours.

八、如有違反以上規則，經勸導後仍再犯者，本休息室將暫停其使用權限三個月。

VIII. Students who violate these regulations again after being advised to comply will have their lounge access privileges suspended for three months.

九、休息室設有桌椅、空調、吊櫃、照明等設備，嚴禁擅自損毀設備，違者將永久終止使用權限。

IX. The lounge is equipped with tables, chairs, air conditioning, wall-mounted cabinets, lighting, and other facilities. Intentionally damaging any of these facilities is strictly prohibited. Violators will have their lounge access privileges permanently revoked.

十、本規則經本院主管會議通過後實施，修正時亦同。

X. These regulations are approved by the College Management meeting before implementation. Amendments to these regulations shall follow the same procedure.

違規回報連結

Violation Report Form

