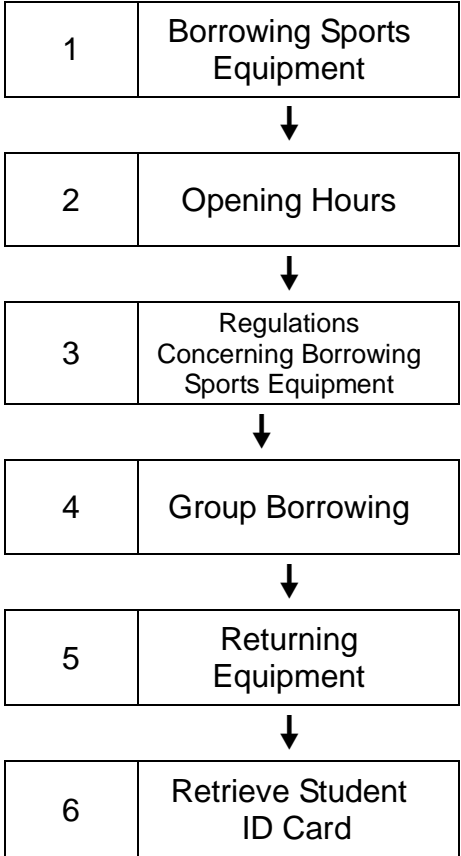


# Ming Chuan University Unit Job Description and Procedures

Unit: Physical Education Office

Job Description: Regulations Concerning Borrowing Sports Equipment

Date: MM DD YY

Procedures	Explanation	Notes
 <pre> graph TD     A[1 Borrowing Sports Equipment] --&gt; B[2 Opening Hours]     B --&gt; C[3 Regulations Concerning Borrowing Sports Equipment]     C --&gt; D[4 Group Borrowing]     D --&gt; E[5 Returning Equipment]     E --&gt; F[6 Retrieve Student ID Card]             </pre>	<ol style="list-style-type: none"> <li>1. The Sports Coordinator of each class can borrow any equipment for Physical Education Class at the Equipment Room with their Student ID Cards before the class. And retrieve their Student ID Cards when the equipment is returned. Any damage to the equipment must be compensated by the class.</li> <li>2. Hours of Operation: Monday to Friday, 08:00-12:00, 13:00-17:00.</li> <li>3. The borrowing limit for individuals is five days (including the borrowing day). Violators will be punished with a Warning. If the equipment is returned ten days late (including the borrowing day), violators will be punished with a 2<sup>nd</sup> Level Demerit. If equipment is returned more than 10 days late (including the borrowing day), the punishment will be dealt separately.</li> <li>4. All the equipment for competitions or activities held by each student association or club must be approved by the Physical Education Office. Any damage or loss must be compensated for based on current value.</li> <li>5. The borrowing and returning equipment is based on Student ID Card. Any delay or transfer is prohibited. Any damage or lost must be compensated for based on current value or the same equipment purchased with the same brand and specifications.</li> <li>6. Once the equipment is returned with no damage or loss, students can retrieve their student ID cards.</li> </ol>	

