

# Ming Chuan University Procedures for Borrowing Sports Equipment

Revised and passed at the Student Affairs Committee Meeting on May 23, 2002

Revised and passed at the Physical Education Affairs Meeting on September 7, 2009

Revised and passed at the Physical Education Affairs Meeting on November 10, 2017

- Article 1 Borrowing of sports equipment for regular Physical Education (PE) courses, on-campus sports competitions, sports team training and by faculty, staff and students is to be handled according to these procedures.
- Article 2 The priority for sports equipment borrowing is as follows:
1. Regular PE courses
  2. On-campus sports competition
  3. MCU sports team training
  4. MCU faculty, staff and student activities
- Article 3 Equipment borrowing time is 8:00 to 17:00, Monday to Friday.
- Article 4 Students are requested to return the equipment immediately after regular PE courses. Those who deliberately do not return things on time will be punished with a Reprimand in accordance with Article 4, Clause 1 of Ming Chuan University Merit and Demerit Procedures.
- Article 5 Students must leave their student ID cards when borrowing equipment and return within the designated time. Student ID will be returned after the managing staff count the items and confirm the status of equipment upon returned.
- Article 6 The borrowing limit is five days (including the date of borrowing). Those who fail to return on time will be punished with a Reprimand in accordance with Article 4, Clause 1 of Ming Chuan University Merit and Demerit Procedures. If the equipment is returned six to ten days late, violators will be punished with a 2nd Level Demerit in accordance with Article 4, Clause 2 of Ming Chuan University Merit and Demerit Procedures. If equipment is returned more than 10 days late, violators will be punished with two 2nd Level Demerits in accordance with Article 4, Clause 2 of Ming Chuan University Merit and Demerit Procedures.
- Article 7 If equipment is lost, it must be compensated for based on the quantity and the value of the lost item(s). Borrowers should pay the required amount at the automated payment machine, and bring the receipt back to Physical Education Equipment Room to annul the record and retrieve their student ID card.
- Article 8 Equipment damaged due to natural causes should be returned for

examination. Those who discard the damaged equipment without permission will be requested to pay compensation based on current prices.

Article 9 Borrowers may be required to immediately return equipment when necessary without objections.

Article 10 Valuable equipment such as fiberglass poles, stopwatches, starting guns, pitching/serving machines, amplifier, digital score marker, number vests, and others may only be borrowed with approval of the Physical Education Office and a deposit. The list of valuable equipment items is determined by Physical Education Office.

Article 11 The responsibility for lost or damaged equipment is shared by the whole class when it is borrowed for regular PE classes while an individual is responsible when the equipment is borrowed for personal use. The responsible party must pay compensation based on current prices and will be dealt with in accordance with relevant regulations if the loss or damage is deliberate.

Article 12 Upon being passed at the Physical Education Affairs Meeting and approved by the president, these regulations were announced and implemented.