# 舊總圖會議室使用規章
## Conference Room Regulations

1. 會議室使用完畢，請將垃圾帶走，保持清潔，留給下一位使用者整潔乾淨的空間。

   Please keep the conference room clean. Littering in any manner or amount is prohibited.

2. 白板使用完畢，請務必將字跡擦拭乾淨。

   Please clean the whiteboard with the eraser after every use.

3. 會議室內的冷氣遙控器、白板筆等用品，屬於外文系財產，請勿任意帶走，使用完畢，請物歸原位。

   Please do not take any equipment away and put it back after every use.
   (The equipment includes the remote control and whiteboard markers, etc.)

4. 音箱鐵櫃中的電源線及連接線，請勿任意亂動，大小聲可調整。

   Please do not remove any wires willfully from the machines in the iron cabinet. Volume setting is allowed.

5. 離開時請將門窗緊閉、關掉電燈，並將兩道門鎖都上鎖。

   Please shut down the window, turn off the lights, and lock the door before you leave.

**若再次發現違規，將追溯前次會議室借用團體，一個月內不得再借用此會議室。**

**Any group who violates the regulations will be suspended from using the conference room for one month.**