

# 教室使用、安全暨責任確認書

## [STUDIO USE, SAFETY & RESPONSIBILITY ACKNOWLEDGMENT]

於本聲明後方之紀錄表簽名，即表示每位授課教師已閱讀、理解並同意以下所有條款。每次簽名均獨立適用於該次簽名所記載之日期及教室使用時段。[By signing the acknowledgment record following this declaration, each instructor confirms that they have read, understood, and agreed to the terms and conditions below. Each signature applies separately to the specific date and period of studio use indicated next to that signature.]

### 1. 教室使用責任 [Responsibility for Studio Use]

授課教師於預約及使用教室之全部期間內，應負責以適當且安全之方式使用教室。授課教師應以合理謹慎之方式使用教室及所有設備，並僅依其正常及指定用途使用。[The instructor is responsible for the proper and safe use of the studio during the entire period of their reservation and occupancy. The instructor must use the studio and all equipment with reasonable care and in accordance with their intended purpose.]

### 2. 學員及訪客責任 [Responsibility for Participants and Guests]

授課教師應對其課程或活動相關之所有學員、參與者、助教及訪客之行為及合理監督負責。[The instructor is responsible for the conduct and reasonable supervision of all students, participants, assistants, and guests admitted to the studio in connection with their class or activity.]

授課教師應確保上述人員遵守本教室之使用規範、安全要求及相關指示。[The instructor must ensure that all such persons comply with the studio rules, safety requirements, and instructions applicable to the premises.]

### 3. 教室及財物損害 [Damage to the Studio or Property]

如因授課教師本人，或由授課教師帶入教室之人員，因故意或疏忽而造成教室、固定設施、鏡面、地板、家具、音響設備、電器設備或其他財物損壞，授課教師應負相應責任。[The instructor accepts responsibility for damage to the studio, fixtures, mirrors, flooring, furniture, audio equipment, electrical equipment, or other property caused intentionally or negligently by the instructor or by persons admitted to the studio by the instructor.]

於使用期間內發現或造成任何損壞、故障或不安全狀況時，應儘速通知教室管理方。[Any damage, malfunction, or unsafe condition discovered or caused during the period of use must be reported to the studio as soon as reasonably possible.]

## 4. 健康與人身安全 [Health and Physical Safety]

授課教師應以合理安全之方式進行課程或活動，並採取適當之預防措施，以降低可合理預見之受傷或事故風險。[The instructor is responsible for conducting their class or activity in a reasonably safe manner and for taking appropriate precautions to reduce foreseeable risks of injury or accident.]

授課教師應依課程或活動之性質及強度，提供適當之指導與監督。[The instructor must provide appropriate supervision and instruction for the nature and level of the activity being conducted.]

不得要求或鼓勵參與者進行明顯不安全，或明顯超出其合理身體能力範圍之動作、運動或活動。[Participants should not be encouraged or required to perform movements, exercises, or activities that are clearly unsafe or beyond their reasonable physical ability.]

如有可能影響安全參與課程之身體狀況、限制、傷勢或其他情況，授課教師及參與者均應於合理必要之範圍內主動告知相關資訊。[Each instructor and participant remains responsible for informing the instructor of any personal condition, limitation, injury, or circumstance that may affect their safe participation, where reasonably necessary.]

## 5. 事故預防 [Accident Prevention]

於教室使用前及使用期間，授課教師應採取合理措施，以維持安全之授課及活動環境。

[Before and during use of the studio, the instructor must take reasonable steps to maintain a safe teaching and activity environment.]

包括保持出入口、緊急逃生通道及相關動線暢通，並確保設備之使用及存放方式安全。[This includes keeping entrances, exits, emergency routes, and relevant passageways clear and ensuring that equipment is used and stored safely.]

授課教師應遵守適用之消防、緊急應變、建築及教室安全規定。[The instructor must comply with all applicable fire safety, emergency, building, and studio safety requirements.]

## 6. 事故、受傷及緊急情況 [Accidents, Injuries and Emergencies]

於授課教師使用教室期間內，如發生事故、受傷、醫療緊急狀況、危險事件或重大財物損害，應儘速通知教室管理方。[Any accident, injury, medical emergency, hazardous incident, or significant property damage occurring during the instructor's use of the studio must be reported to the studio management as soon as reasonably possible.]

如遇緊急情況，授課教師應採取合理措施取得適當協助，必要時應聯絡緊急救援或醫療服務。[In an emergency, the instructor must take reasonable steps to obtain appropriate assistance, including contacting emergency services when necessary.]

## 7. 設備及場地之適當使用 [Proper Use of Equipment and Facilities]

教室設備、家具、音響系統、鏡面、地板及其他設施，皆應以安全且適當之方式使用。[Studio equipment, furniture, sound systems, mirrors, flooring, and other facilities must be used only

in a safe and appropriate manner.]

未經教室管理方事先同意，不得攜入或進行可能合理預見會造成損害、過度風險、阻礙或危險之設備或活動。[No equipment or activity that may reasonably cause damage, excessive risk, obstruction, or danger may be introduced or conducted without prior approval from studio management.]

## 8. 教室容量及進出管理 [Studio Capacity and Access]

授課教師應遵守教室或各使用空間所規定之最大容納人數限制。[The instructor must comply with any maximum capacity or occupancy limit established for the studio or room.]

除經教室管理方另行同意外，於預約使用期間內，僅限與該授課教師之已授權課程或活動相關之人員進入教室。[Only persons connected with the instructor's authorized class or activity may enter the studio during the reserved period unless otherwise permitted by studio management.]

## 9. 個人物品 [Personal Belongings]

授課教師及參與者於使用教室期間，應自行妥善保管個人物品。[Instructors and participants are responsible for taking reasonable care of their own personal belongings while using the studio.]

除依法律規定不得排除或限制責任之情形外，教室對個人物品之遺失、失竊或損壞不負責任。[The studio is not responsible for loss, theft, or damage to personal belongings except where liability cannot legally be excluded or limited.]

## 10. 離開教室 [Leaving the Studio]

於預約時段結束後，授課教師應將教室恢復至合理整潔、有序且安全之狀態。[At the end of the reserved period, the instructor must leave the studio in a reasonably clean, orderly, and safe condition.]

相關設備及家具應視情況恢復至指定位置，如有任何異常情況或損壞，應予以通報。

[Equipment and furniture must be returned to their designated positions where applicable, and any unusual condition or damage must be reported.]

## 11. 接受教室規範 [Acceptance of Studio Rules]

授課教師於本聲明後方之紀錄表簽名，即表示同意遵守本教室現行之使用規範、安全要求及合理指示。[By signing the record following this declaration, the instructor confirms that they agree to comply with the current rules, safety requirements, and reasonable instructions of the studio.]

## 12. 責任範圍 [Scope of Responsibility]

本確認書之任何內容，均不得解釋為排除或限制依中華民國（臺灣）法律不得排除或限制之責任。[Nothing in this acknowledgment is intended to exclude or limit any responsibility or liability that cannot legally be excluded or limited under the laws of Taiwan.]

本確認書之目的，在於明確規範安全使用教室、參與者監督、設施正確使用，以及授課教師本人或其監督下之人員所造成損害之責任，並以法律允許之範圍為限。[The purpose of this acknowledgment is to establish clear responsibilities for safe studio use, participant supervision, proper use of facilities, and responsibility for damage or loss caused by the instructor or persons under the instructor's supervision, to the extent permitted by law.]

### 13. 簽名確認 [Confirmation by Signature]

授課教師每次使用教室時，均應於所提供之確認紀錄表中填寫日期、實際使用教室之時間，並親自簽名。[Each time an instructor uses the studio, the instructor must record the date, the actual period of studio use, and their signature in the acknowledgment record provided.]

授課教師一經簽名，即確認其已閱讀、理解並接受本聲明之全部內容，且該確認適用於該次所記載之教室使用時段。[By signing, the instructor confirms that they have read, understood, and accepted this declaration for that specific period of studio use.]