

# 矯正教育館團體預約參觀申請表

## Application for Reservation of Group Visit

Yunlin Second Prison, Agency of Corrections, Ministry of Justice

|                              |  |  |                        |
|------------------------------|--|--|------------------------|
| Name of applicant group      |  |  |                        |
| Number of visitors           | _____ Persons (Note: a group referred to in this form means 20 people or more up to 80 people; queue at the scene if the number of visitors in the group is 19 or less)  |  |                        |
| Reserved visit time          | (y) _____ (m) _____ (d), <input type="checkbox"/> 09:30 <input type="checkbox"/> 10:30 <input type="checkbox"/> 14:00 <input type="checkbox"/> 15:00   |  |                        |
| Applicant/<br>Contact person | Name   |  | Tel/Cell _____ / _____ |
|                              | Email  |  |                        |
| Group type                   | <input type="checkbox"/> Academic <input type="checkbox"/> Social and welfare<br><input type="checkbox"/> Government ( school ) <input type="checkbox"/> Museum related<br><input type="checkbox"/> Arts <input type="checkbox"/> Others   |  |                        |
| Remarks                      |  |  |                        |
| Application instructions     | <p>◆Application:</p> <ol style="list-style-type: none"> <li>To maintain the quality of guided tours and take into account the rights and interests of individual visitors, the maximum number of visitors for group reservation on an Open Visit Day is 80 in the morning and 80 in the afternoon. Reservation will not be accepted when the quota for the morning or afternoon session is full.</li> <li>Group applicants should complete the reservation application at least 15 days before the planned visit and receive confirmation from the prison (if there is any question, please call 04-23891296-239). If you do not make a reservation in advance, no tour guide will be available on site.</li> <li>After faxing the completed application form to (04) 2382 9563, please call 04-23891296-513 or 232 for confirmation from 8:30 to 11:30 and 14:00 to 16:30, Monday through Friday (except national holidays).</li> <li>To postpone the visit or cancel the reservation, please notify the prison by telephone no later than 3 days before the scheduled visit date. If the group visitors will arrive early or late on the date of scheduled visit for any reason, please call us 30 minutes in advance (04-23891296-513 or 232) to inform us, otherwise reservation will not be accepted within 6 months.</li> <li>If a natural disaster such as typhoons occurs on an Open Visit Day, the tour will be stopped according to the work cancellation announcement of the Taichung Municipal Government, and all (booked) tours will also be cancelled.</li> <li>If there is a need for English guided tours, please make notes in the remarks column to facilitate arrangement.</li> </ol> <p>◆Pay attention to the following during the visit:</p> <ol style="list-style-type: none"> <li>The Center is open to visitors every Tuesday to Sunday, and closed to visitors every Monday, during Chinese New Year holidays, Qingming Festival (tomb sweeping day), Dragon Boat Festival and Mid-Autumn Festival and other special national holidays.</li> <li>Each guided tour will last about 40 to 50 minutes. Group visitors should arrive on time to avoid affecting the tour schedule. If a group is more than 30 minutes late, the reservation will be cancelled.</li> <li>In order to maintain the quality of the tour, when more than two units apply for a time slot, priority will be given to the first applicant, and other applicants</li> </ol> |  |                        |

shall choose another time slot.

4. To ensure the safety of visitors and cleanliness of the Center, do not make noise, run, eat, drink, smoke, chew gum and betel nut, or litter, and pets are prohibited from entering the Center.
5. Visitors should be careful not to operate facilities or touch cultural relics in the Center without authorization, except for exhibits labelled as touchable or open for experience. Please keep hands off especially exhibits in cabinets or shelves to avoid damage to those exhibits.
7. The way of visit is to move together as a tour group, so when a group enters the Center, the group leader, accompanying teacher or tour guide should help guide and remind visitors not to leave the group.
8. Four tours will be arranged each day. The quota of individual visitors per tour is 80. If the quota is full, please join the next tour to ensure the quality of the tour.