

The Facility Management and Charging Regulations of the College of Engineering, National Chung Hsing University.

Approved by the College Affairs Meeting on August 24, 2015.

Revised and approved by the College Affairs Meeting on March 12, 2018.

Revised and approved by the College Affairs Meeting on February 6, 2020 (Article 9).

Article 1: These regulations are established in accordance with Article 3 of the university's Facility and Equipment Management, Usage, and Charging Regulations.

Article 2: The rentable facilities in the College are primarily designated for official (teaching) use by the College (including departments and institutes). They may only be rented out for other purposes when there is availability.

Article 3: The facilities available for rent in the College include the College conference rooms, lecture halls, large classrooms, and the academic lounge. These facilities, aside from being used by the College itself, may be made available for application by internal and external organizations to hold various academic lectures, educational activities, conferences, important meetings, student club activities, cultural and artistic events, and other similar activities.

Article 4: The College's facilities are not available for rent outside of regular working hours. Departments and institutes requiring the facilities for official or teaching purposes should contact the business coordinator directly. External organizations wishing to rent facilities must submit a completed application form at least 7 days prior to the desired use date via email to the business coordinator. Paper or fax applications will not be accepted. Once approved by the College, payment must be completed at least 3 days before the event to finalize the booking. Failure to pay within 3 days will be considered as a cancellation of the reservation. Applications may be submitted starting 3 months before the event date, and the applicant must submit one application per event, for each specific day.

Article 5: If the booking organization with engages in any of the following situations, the College will terminate their borrowing rights. The paid venue usage fee and cleaning fee will not be refunded, and the booking organization may

not dispute or request compensation.

1. Violation of laws or relevant university regulations.
2. Violation of social morality or disruption of public order.
3. Risk of pollution or damage to the venue, equipment, or other public safety concerns.
4. The activity content does not match the requested use or purpose of the venue.

Discrepancy between the activity/event content and the application details or the purpose of the venue.

5. The venue or equipment is transferred or rented to others without permission.
6. The organization has previously violated regulations in a significant manner while using the College's facilities.
7. Engaging in ticket sales or other profit-making activities without the College's approval.
8. Other violations of the College's related regulations.

Article 6: In the event of special circumstances, if the College needs to temporarily reclaim a venue that has already been rented, the renting organization will be notified in advance about the delay or cessation of usage, and the venue usage fee will be refunded without interest. If the venue cannot be used due to natural disasters or other force majeure factors, the College may provide a written explanation and allow the organization to request a postponement or a refund of the venue usage fee for the unused period.

Article 7: The venue arrangement must comply with the following regulations:

1. The booking organization must designate a site manager who will be responsible for on-site management and maintaining availability with the College at all times.
2. The venue setup must be approved by the College in advance. If the booking organization needs to install or post signs, posters, or promotional banners, they must inform the College before setting up the venue and place them in the designated areas. Unauthorized installation or posting is not allowed.
3. The booking organization is responsible for the safety maintenance during the setup period. The organization must inspect the environment's safety conditions at the venue during office hours and inform the staff of relevant safety precautions. If necessary, safety

protective equipment should be provided. The organization must also designate personnel to supervise the site during the setup to prevent potential occupational hazards.

Article 8: The booking organization is responsible for the identification, safety maintenance, first aid, and public order of all personnel involved during the setup and use of the venue, including cooperating vendors, staff, and participants. The College will not provide any personnel assistance. The renting organization must also ensure that relevant personnel are wear appropriate attire and adhere with the College’s regulations.

Article 9: The charging methods for borrowing each venue are as follows:

A. Meeting Rooms and Classrooms:

Venue Name	Venue Usage Fee	Setup Fee	Cleaning Fee
Lecture Hall (100 people)	6,500 NTD per time slot	800 NTD per hour	2,000 NTD per time slot
College of Engineering Conference Room (60 people)	5,500 NTD per time slot	600 NTD per hour	1500 NTD per time slot
Academic Lounge (40 people)	4,000 NTD per time slot	400 NTD per hour	1,000 NTD per time slot
Lecture Hall (80 people)	4,000 NTD per time slot	400 NTD per hour	1,000 NTD per time slot

Explanation:

1. Each time slot is as follows: Morning 8:00-12:00, Afternoon 13:00-17:00.
2. Overtime usage will incur an additional charge of 30% of the time slot fee per hour (less than 1 hour will be rounded up to 1 hour).
3. The cleaning fee covers the cost of trash disposal and post-use cleaning, not the cleaning during the usage period.
4. The fees listed above cover only the rental of the venue and equipment. Borrowing units must provide their own staff, as the college does not offer personnel assistance.
5. For receipts addressed to "National Chung Hsing University," venue usage fees are calculated at 80%. For internal units hosting or co-hosting external fee-charging events,

venue and cleaning fees are calculated at 70% (please attach the event agenda). University units conducting teaching-related classes or lectures are charged 50% of the cleaning fee, with no charges for venue usage or setup fees. Student organizations hosting non-profit activities are exempt from venue usage fees.

B. Research Laboratory Space: Faculty members requiring long-term use of rental space for teaching or research purposes may borrow such space for a period not exceeding one year. The annual rental fee is a minimum of 700 TWD per square meter. Renewal options for the space will be announced two months prior to the end of the borrowing period.

Article 10: In the event of power outages, natural disasters, or other force majeure factors that affect the progress of activities, the College shall not be held liable for any compensation.

Article 11: The borrowing unit must restore the venue to its original condition by the end of the day of use, subject to confirmation by the College. Any items not belonging to the College must also be removed by the borrowing unit on the same day, as the College assumes no responsibility for their safekeeping. The borrowing unit is responsible for the safekeeping of valuable property, equipment, and materials, and the College shall not be held liable for any loss or damage.

Article 12: The College's meeting venues are equipped with high-brightness LCD projectors and audiovisual equipment. All equipment and devices must be properly maintained during use and restored to their original condition after use. Any damage incurred will result in the borrowing unit be charged for replacement or repair costs. If the borrowing unit discovers any defects or damage prior to use, it must immediately notify the College for handling. If the borrowing unit continues to use the equipment without reporting the issue and causes or exacerbates damage, it will be responsible for the compensation. The borrowing unit is not allowed to move or set up the College's equipment without permission.

Article 13: For any matters not covered in these regulations, they shall be handled in accordance with the "National Chung Hsing University Venue and Equipment Management, Usage, and Charging Regulations."

Article 14: These regulations shall be implemented after being submitted to the President for approval and announcement. The same procedure applies when amendments are made.