

# **Key Points of Venue Management for Students Extracurricular Activities (NCHU)**

Being in the process of approval by the Director of Office of Student Affairs on May 10, 2017.

Approved by the Director of Office of Student Affairs on November 22, 2018.

1. The Key Points of Venue Management for Students Extracurricular Activities (hereinafter referred to as "Key Points") have been formulated to improve the development of student associations and improve the quality of student associations, enable the extracurricular activity venues managed by the Extracurricular Activities Guidance Group of the Office of Student Affairs (hereinafter referred to as this "Group") to be effectively used and maximized to satisfy the needs of student activities.
2. The Group is responsible for the management, the borrowing of the venues, and the usage policy, which will be updated on the Group's website from time to time.
3. Students who apply to use a venue to hold various activities shall first fill in the Association Activity Application Form and send it to the Group to make an appointment for registration after the approval by the instructor. The reservation lead time for associations is two months to two weeks prior to the activity, and the reservation lead time for departmental associations is 40 days to two weeks before the activity.
4. Students who have applied for the use of the venue for various activities and have borrowed the venue within the stipulated time, but are temporarily unable to use it for any reason, shall cancel the reservation two weeks before the activity.
5. The borrower shall borrow and return the keys to the venue and mortgage their documents within the specified time. Those who borrow the small auditorium shall contact the small auditorium manager at least one week before the activity to inform the manager of the opening and closing times. Students who apply for the use of three venues simultaneously shall submit an explanatory document when submitting the application form.
6. At the end of the activity, the venue shall be kept clean and tidy, the indoor furnishings shall be restored to their original states, and the lights and air conditioners shall be turned off. After passing the inspection by the management staff, the borrower's document or borrowing certificate for sound and light devices will be returned. Those who fail to pass shall clean the venue within six hours after notification.
7. The garbage generated during the activity shall be sorted and discarded in designated trash cans. If the garbage produced exceeds the capacity of the trash cans provided around the venue, the borrower shall clear and dispose of the garbage. Don't throw them away.
8. If alcohol is provided, a "Declaration of Safety and Risks of Providing Alcohol During the Activity" shall be completed and submitted to the Group, and the relevant regulations in the Declaration shall be strictly observed.
9. The punishment rules for the violation of venue use are as follows:
  - (1) Those who do not apply for the venue within the prescribed time limit will be registered with 1

- point for violation.
- (2) Those who do not cancel the reservation within the prescribed period will be registered with 1 point for violation.
  - (3) Those who use the event venue overtime will be registered with 1 point for violation.
  - (4) Those who transfer or exchange approved venues to other associations in the school without authorization will be registered with 3 points for violation.
  - (5) Those who dine at a venue where meals are prohibited will be registered with 1 point for violation.
  - (6) Those who enter the venue without borrowing it will be registered with 1 point for violation.
  - (7) Smoking is prohibited in all venues (including the association office), those who violate it will be registered with 3 points for violation.
  - (8) Those who install appliances that are not approved or exceed the electrical capacity of the venue will be registered with 3 points for violation.
  - (9) Those who obstruct fire escape, turn off fire lamps, use fire equipment power sockets, and other violations related to fire protection will be registered with 3 points for violation.
  - (10) Do not use open-flame, explosive, electrical appliances with a power demand of higher than one kilowatt, and other dangerous items. Violators will be registered with 3 points for violation.
  - (11) If the venue is not restored to its original state and the air conditioner and lights are not turned off at the end of the activity, violators will be registered with 3 points for violation.
  - (12) If the garbage is not sorted or discarded arbitrarily, 1 to 3 points will be registered according to the severity of the case.
10. When using the Venue, the original equipment and facilities, whether used or not, shall be kept safe. In case of any damage or loss, compensation shall be made according to the price, or the original state shall be restored. The equipment shall be handled within one week after the activity to maintain its normal use. Violators will have their borrowing rights suspended for one year and will be punished in accordance with the NCHU's reward and punishment regulations.
  11. The valuable property, equipment, and information of the borrower shall be properly kept by its personnel. The Group will not be responsible for any loss or damage.
  12. The Key Points shall be promulgated and implemented after approval by the Director of the Office of Student Affairs, and the same applies to amendments.