

## Facilities for Extracurricular Group of National Chung Hsing University

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Article 1 For the purpose of effectively using and managing the venues and various equipment under the jurisdiction of the Extracurricular Activities Group (hereinafter referred to as the Extracurricular Group) of the Affairs Office of National Chung Hsing University (hereinafter referred to as the University), these Measures are hereby formulated in accordance with Article 3 of the Rules for Renting and Charging the Venues and Equipment management of the University.

Article 2 The Extracurricular Group is currently open to borrowing venues. Including Small Auditorium, Yi-Qing Room, Basement floor of Hui-Sun Memorial Hall (2 public Spaces of the outer Group, South Site, North Site and North Link Aisle, South Link Aisle) Round Hall (2 performance Spaces and the square on the third floor), Yun-Ping Building (2 discussion rooms, 2 meeting rooms, 3 League training rooms, Lecture Hall, corridor on the first floor, 7 social class classrooms, dance room, grass stage and Yunping Hall) affiliated activity space.

The borrowing and management of the above venues shall be handled in accordance with these Measures.

Article 3 The leasing method of the venue mentioned in the preceding article shall be handled in the following manner.

1. The venue under the jurisdiction of the Extracurricular group is provided for the activities of the student associations and departments of our university, and the person who pays the fee first has the right to use the venue.
2. Except for the students, student associations, and departments of the University who can borrow the venues through the Campus Information System, please download the "Application Form for Borrowing the Venues of the Extracurricular Group", "Notice of Payment for Venue Fee" and "Notice of Payment for Venue Cleaning Fee" from the Extracurricular Group's website, fill it out and send it to the Extracurricular Group for approval.
3. Students in secondary schools need to go through the school teacher or the club teacher to borrow the venue.
4. Students can only borrow the venue within 10 minutes after the beginning and end of the booking time with the ID card and approved application form; If you need to arrange the venue in advance or restore the venue after the event, please consider extending the borrowing time.
5. Students, student associations, faculty associations, administrative or teaching units, organizations and organizations of the University shall not

borrow the facilities of the University for any reason to avoid the charges that should be borne by them. If there is a previous case, the borrowing authority will be suspended for one semester. Students who wish to borrow space in the school on the day of the activity are requested to do so in accordance with the public space and equipment precautions of extracurricular groups.

Vi. Students who wish to borrow space in the school on the day of the activity are requested to do so in accordance with the public space and equipment precautions of extracurricular groups. Students, student associations, departmental societies, and administrative or teaching units of our school shall notify the extracurricular group of cancellation at least 7 working days before the use of the space if they do not use it for any reason after completing the above procedures; If you do not use the program without notifying the extracurricular group, the following periods of borrowing rights will be stopped from the original appointment date in this semester: the first time to stop borrowing rights for three months, the second time to stop borrowing rights for six months, the third time to stop borrowing rights for one year.

However, if the event cannot be held as scheduled due to power failure, natural disaster, or other irresistible factors, the venue can manage the right to use the venue will be extended after the confirmation of the manager. The reservation period is limited to one year.

Once the borrowing unit makes an application, it shall be deemed that it has understood and agreed to the environment and equipment provided by the site. In case of force majeure, the borrowing unit shall handle any disputes after the application by itself. The extracurricular group only provides the venue for renting, and we are unable to provide related services such as storage, placement, handling, downloading and printing on behalf of the borrower. The borrower is requested to handle the belongings, equipment and materials by himself. If there is any loss or damage, he/she will be responsible for it.

Article 4 The borrowing unit shall be responsible for the storage and maintenance of all equipment of the venue during the borrowing period. After the event, the venue shall be kept clean and tidy, and the indoor furnishings shall be restored to their original state (read the use instructions of each venue for details). If there is any loss or damage, compensation shall be made according to the price. Smoking is completely prohibited in the venues under the jurisdiction of extracurricular groups; The waste produced by the borrowing units for the activities should be sorted according to the resource recycling classification standard and discarded in the designated garbage can. If the garbage produced exceeds the capacity of the garbage bins provided around the venue, the borrowing unit should remove and dispose of the garbage by itself.

The borrowing unit shall abide by the following site use regulations and the notice of use issued by each site.

1. Installations without permission or exceeding the electric load of the venue shall not be installed.
2. It is not allowed to obstruct the fire escape active line, turn off the fire lamp, use the power socket of fire fighting equipment, or other violations of fire control-related matters.
3. Open flame, explosive material, electrical appliances higher than one kilowatt and other dangerous goods shall not be used.
4. No unauthorized transfer or exchange of the approved premises to other units.
5. If there is any amplification-related equipment used in the activity, you shall abide by the "Standard Measures for Noise Control of the Environmental Protection Department of the Executive Yuan". If there is any violation, you shall take the relevant responsibility. Campus activities involving loudspeaker equipment shall conform to Article 7 of the Noise Control Standards for loudspeaker facilities, and shall not exceed the following standards:
  - (1) 7 am till 7 pm: 72decibel
  - (2) 7 pm till 10 pm: 57 decibel
  - (3) 10 pm till 7 am: 47 decibel

Article 5 The reservation of the venue facilities under the jurisdiction of the extracurricular group shall be based on the completion of payment. The payment shall be completed at least 10 working days before the start of the activity. If the fee is not paid after the deadline, the reservation of borrowing right will be cancelled. The charge for borrowing the venue mentioned above shall be handled in accordance with the following provisions.

1. The charge is based on the time period. Every four hours shall be counted as one time period (the maximum of four hours shall be counted as four hours, and the maximum of more than four hours shall be counted as two hours. The daily opening hours are from 8:00 a.m. to 10:00 p.m.) The air conditioning fee shall be charged on the actual charge of the air conditioning stored value card of each venue.
2. The fee for the use of the auditorium's professional audio system is charged. Please also refer to the "Measures for Borrowing Sound and Light Equipment" of the Academic Affairs Office.
3. Secondary school students, all units and students in the school to borrow the venue to give 20% discount as the principle, please attach a separate certificate on the application form to enjoy the discount, not check the attached certificate is regarded as general borrowing.
4. Student associations and departments managed by extracurricular Groups are free of charge for on-campus activities. However, the Grass stage of Yun-Ping Building, Small Auditorium, Round Hall and the South and North Site of the Hui-Sun Memorial Hall are subject to a cleaning fee of \$300 per hour. For on-campus activities involving charges (including camps, lectures, etc.), a 20% discount will be given in accordance with Paragraph 3 of this Article.

5. Students Affairs Office units for student affairs related activities and other units of the University for the whole school activities of teachers and students can use the extracurricular group site fee free, but the cleaning fee is 300 yuan per session.

Vi. Parking fees for participants entering the University shall be handled according to the "Key Points of Campus Parking Fees for Automobiles and Locomotives of National Chung Hsing University".

7. Please refer to the attachment for the fee standard of extracurricular group management site. All fees collected shall be submitted to the University administration fund in accordance with regulations. If the venue is not used due to force majeure, the fee will not be refunded. In the event of power failure, natural disaster or other irresistible factors affecting the activity, the school will not be liable for any compensation.

If the extra-curricular Group is required to temporarily withdraw the loaned equipment due to special circumstances, it shall notify the borrower in advance and refund the fee paid in full.

Article 6 Those who violate the provisions of Article 4 and the usage instructions of each venue shall be responsible for the harm or damage caused by the violation, and depending on the severity of the violation, the extracurricular team may stop the unit from borrowing the venue and suspend the unit from borrowing the venue under the jurisdiction of the extracurricular team for six months

Article 7 Cooking and serving of alcoholic beverages are prohibited in the premises under the jurisdiction of this Section without prior permission.

Article 8 These Measures shall come into force after being approved by the Dean of Students, and the same applies to amendments.

#### **Fees for Each Venue Under the Jurisdiction of Extracurricular Groups**

<b>Rental Place</b>	<b>Rental fee (Each session)</b>	<b>Notice</b>
Small Auditorium (Maximum capacity:200 Person)	12000 NTD	1. Every four hours shall be counted as one period (if less than four hours shall be counted as four hours if more than four hours shall be counted as two hours.) 2. Please refer to Article 5 for discounts.
Hui-Sun Memorial Hall B1 The North Site, The South Site (Maximum capacity:200 Person)	7500 NTD	

<b>Rental Fee</b>	Yun-Ping Open Space (Maximum capacity:150 Person)	6000 NTD	
	F12 Meeting Room (Maximum capacity:90 Person)	6000 NTD	
	302 Performance Space, 303 Performance Space (Maximum capacity:80 Person)	9000 NTD	
	Lecture Hall (Maximum capacity:50 Person)	4500 NTD	
	Workshop Corner, Recreation Corner, Philosopher Corner, Fellowship Corner (Maximum capacity:50 Person)	4500 NTD	
	Yi Qing Room (Maximum capacity:40 Person)	4500 NTD	
	Dance Studio (Maximum capacity:30 Person)	4500 NTD	
	The Grass Stage (Maximum capacity:200 Person)	3000 NTD	
	Yun-Ping 1 <sup>st</sup> Floor : F0、F2 、F4、F6、F8、F10 (Maximum capacity:40 Person)	2500 NTD	
	Yun-Ping Building: Meeting Room A、 Meeting Room B (Maximum capacity:40/20 Person)	2500 NTD	