

Rules Concerning Usage of Meeting Rooms on 4th Floor of Student

Activity Center in National Chiao Tung University

1. The meeting room on 4th floor of Student Activity Center of the University (hereinafter the Venue) shall be available only to student activities free of charge in accordance with the National Chiao Tung University Venue Application Management Rules
2. The Venue shall be available to activities held by the NCTU Extracurricular Activities Division (hereinafter the Division) and, with prior application, by such student clubs, autonomous bodies inside NCTU as meet any one of the following requirements:
 - (1) Appraised as level A+ or A for the previous academic year;
 - (2) Having received awards from competitions, appraisals, inter-university activities outside NCTU in the current academic year;
 - (3) Having taken part in NCTU major events such as the anniversary, Mei-Chu Tournament, sports meet, opening ceremony, graduation ceremony, etc. in the current academic year;
 - (4) Special performance of the club or special characteristics of the activity to be held by such club has been accepted by director of the Division; or
 - (5) Assist the Division in holding its activities and doing its business or undertake such business and activities.
3. The Venue shall be available for seven (7) intervals each day (every two (2) hours from 8:00 am to 10:00 pm make one (1) interval); each usage shall be one (1) interval in principle or not exceeding two (2) intervals; the total time of usage for one applicator shall not exceed seven (7) intervals per week or two (2) intervals during night time per week. Where there are special conditions, case application shall be made to get approval to go beyond such limitations.
4. Prior to usage of the Venue, a venue borrowing application form shall be prepared and submitted, along with a photocopy of the approved application form of activity to be held, for approval.
5. Miscellaneous
 - (1) The user of the Venue shall go to the Division to take the key and leave credentials as a pledge prior to 4:30 pm on the working day prior to the activity and return the key on the first working day after the activity.
 - (2) The Venue shall not be available to activities in relation to politics, religion or commerce.
 - (3) The Venue shall not allow cooking, overnight activities and smoking.
 - (4) The user of the Venue shall, after the usage, close the doors and windows, shut off air conditioning and lights, and clean up the Venue.

Where anyone violates the Rules, the association to which he/she belongs shall be forbidden to use the Venue for the coming one (1) year.

6. The Rules shall be enforced upon approval made by director of the Division.