

# National Chiao Tung University Venue Application Management Rules

Passed by Student Activity Center Committee on May 12, 2000

Passed by Student Activity Center Committee on March 22, 2001

Passed by Student Activity Center Committee on February 17, 2009

1. The Rules are defined in order to enhance the management of NCTU activity venues so as to exert the function of the venues.
2. NCTU activity venues are exclusively available to academic, art & cultural, celebrating & ceremonial, assembly and recreational activities, excluding any political, religious and commercial promotions and activities.
3. The activity venues referred to herein include: 1. Chung Cheng Auditorium Hall, 2. Chung Cheng Auditorium Lobby, 3. Chung Cheng Auditorium Ballroom, 4. Student Activity Center B1 Ballroom, and 5. Auditorium (the application for the venues identified in items 1 and 2 shall be made with General Affairs Division; the application for the venues identified in items 3 and 4 shall be made with Extracurricular Activities Division; the application for the venue identified in item 5 shall be made with the Arts Center).
4. The applications of any entities inside or outside NCTU for the various venues, if any, shall be made within two weeks prior to the activity to be organized, attached with the statement of the activity specifying the nature and contents of the activity. Upon review and approval of the statement, the application for reservation of the venue shall be completed within 7 days prior to the activity. Failure to make the application within the specific time limit (unless the student activity is subject to prior approval as a special project) will cause the application to be rejected.
5. The application for venue of any entity in NCTU for any venue shall be filed in the name of the entity responsible person. The application for venue of any student club and self-governing body shall be filed in the name of the guidance entity on behalf of the club or body. The application for venue of any entity outside NCTU shall be filed in the form of an official letter.
6. The various activity venues will be available to the public on weekends and national holidays. In the event of force majeure taking place during the period of reservation, the applicant may claim an extension, or refund, provided that NCTU shall not be liable for any damages thereof.
7. Where any entity outside NCTU whose application is approved or is required to meet NCTU's urgent needs as approved by NCTU President during the period of reservation, it shall abandon the reservation unconditionally and the relevant fees already paid by it will be refunded without interest, or it may apply for an extension of the reservation and the first priority to occupy the venue.
8. In any activity organized by the applicant who is an entity outside NCTU organizes the relevant activity, no promotional slogans or wreaths may be installed in the campus other than the entrance of the venue where the activity is organized.
9. Where it is necessary for the applicant to have external vehicles access the campus during the period of reservation, the applicant shall send personnel to help the security guard to identify the permissible vehicles at the campus entrance and make sure that the vehicles are parked as required.
10. Except the various entities of NCTU, which may be entitled to certain credit upon the chairperson's approval to meet its business demand, the various activity venues shall be charged by 5 grades. The fee charges are specified in the attached schedule.
  - (1) 1<sup>st</sup> grade: private enterprises and industrial (commercial) associations;
  - (2) 2<sup>nd</sup> grade: free activities organized by NCTU enterprise members or corporations;
  - (3) 3<sup>rd</sup> grade: private enterprises which donate NCTU the fund amounting to NT\$2,500,000 above in then year, and government authorities and public/private schools at all levels.
  - (4) 4<sup>th</sup> grade: activities organized by NCTU's departments/institutes (entities), clubs and student self-

governing bodies with the entities outside NCTU;

- (5) 5<sup>th</sup> grade: activities organized by NCTU's departments/institutes (entities), clubs and student self-governing bodies.

Said fee collection will be primarily spent in the water and power supply, cleaning, maintenance and repair, and personnel. The management entity shall report the disbursement thereof to "Student Activity Center Committee" periodically.

11. Smoking is strictly prohibited in the various activity venues. Please also comply with the relevant signs and managers' persuasion at the various venues.
12. The applicant shall not transfer or alter the contents of activity privately after its application is approved.
13. In the event of the applicant's breach of said requirements, NCTU may terminate the reservation at any time, and reject any applications filed by the same applicant within one year.
14. The management fee for reservation of the venue shall be charged by three units. Each unit consists of 4 hours. Any period less than 4 hours shall be counted as one unit. For the executive reservation of more than one unit, additional management fees will be charged at 1/4 of the unit per increase by one hour, and the period less than one hour shall be counted as one hour.
15. 2F ballroom, 4F ballroom, outdoor theater, the front yard of Szuyuan and club offices of the Student Activity Center are available to the activities organized by NCTU's teachers and students without charge, provided that the Rules shall apply.
16. The applicant management rules for the auditorium and Student Activity Center B1 ballroom, which are identified as special venues, shall be defined separately.
17. The Rules shall be enforced upon resolution of the Student Activity Center Committee and approval of NCTU President. The same shall apply where the Rules are amended.