

# **Regulations of Space Management and Rate of the College of Engineering of National Chung Hsing**

Passed by the college affair meeting on August 24, 2015

Amended and passed by the college affair meeting on March 12, 2018

Amended and passed by the college affair meeting on February 6, 2020 (Article 9)

Article 1 The Regulations are stipulated in accordance with Article 3 of the Regulations of Space and Equipment Management and Rate of the National Chung Hsing University.

Article 2 The conference rooms of the College of Engineering shall be prioritized to the use (public affairs and lectures) of the faculty in the College. It may only be lent for other purposes if there is a vacancy of the room.

Article 3: The conference rooms, lecture halls, large classrooms, and school lounge are available for rent. The spaces in the College of Engineering are available for other units in National Chung Hsing University and public for various activities including academic speech, lecture, seminar, major conference, student club activity, cultural and artistic event.

Article 4 The spaces of the College of Engineering are not for rent during non-working hours, for borrowers of the department / graduate institute in the College of Engineering, please contact the undertaker directly. For borrowers of other colleges, please complete the rental application form at least 7 days prior to the rental day and email the undertaker. Paper copy or fax are not accepted. Please complete the payment procedure within 3 days after we approve your rental application. It will be deemed to be a waiver if the payment is not completed in 3 days. The form will be accepted to process 3 months prior to the event day. The borrower shall fill in each form with each passing day.

Article 5 If borrowers conduct any following behaviors, the College will terminate your right to rent. The space rental and cleaning fee paid will not be refunded, and the borrowers may not object or claim for compensation.

1. Violation of law and provisions of the school.
2. Moral violation or disturbance of public order.
3. Pollution or damage to the equipment or public safety.
4. The activity does not conform to the purpose written in the submitted application form.
5. Transfer or sublease the space and the equipment to other users without consulting the undertaker.
6. Have record of serious violation of the spaces in the College of Engineering.
7. Selling tickets or profiting from the event without the consent of the College of Engineering.

8. Other violations of the regulations of the College of Engineering.

Article 6 If the College of Engineering must retract the space for a special case, we shall inform the borrower in advance to postpone or terminate the use. In this case, we will refund the space rental without interest. In the event of a natural disaster or other force majeure event that prevents the use of the space, the borrower may apply for a postponement or refund of the space rental for the unused period in a paper copy.

Article 7 The borrower shall comply with the following regulations for space arrangement:

1. The borrowing unit shall designate a manager on site to contact with us at any time.
2. The borrower shall consent to the College of Engineering before arranging the space. Signs, posters, or banners shall be displayed at the designated places, and they are not allowed to be put arbitrarily. The borrower shall notify us before displaying or installing any of them.
3. The borrower shall be responsible for the safety of the space arrangement. The borrowing unit shall come to the site during the office hours to understand the environment and its safety situation, and inform the staff workers safety precautions and provide protective equipment if necessary. Staff should be designated to supervise the space arrangement to prevent any hazards.

Article 8 The borrowing unit shall be responsible for identifying, safety maintenance, emergency, and public order of the participants including staff workers and subcontractors. The College of Engineering does not assign any staff for assistance. The borrowing unit shall request the staff workers to dress neatly and comply with the regulations of the College.

Article 9 The space rental of each room are as following:

1. Conference rooms and classrooms:

Space	Space rental	Arrangement fee	Cleaning fee
Lecture hall (For 100 people)	6,500 NTD/ time period	800 NTD/ hour	2,000 NTD/ time period
Conference room of the College of Engineering (For 60 people)	5,500 NTD/ time period	600 NTD/hour	1,500 NTD/ time period
School lounge (For 40 people)	4,000 NTD/ time period	400 NTD/hour	1,000 NTD/ time period

Lecture hall (For 80 people)	4,000 NTD/ time period	400 NTD/hour	1,000 NTD/ time period
<p>Remarks:</p> <ol style="list-style-type: none"> <li>1. A time period is either from 8:00 a.m. to 12:00 a.m. or 1:00 p.m. to 5:00 p.m.</li> <li>2. Overtime rate is 30% of the rate per time period. Less than 1 hour is charged as 1 hour.</li> <li>3. The cleaning fee means sorting out the trash and cleaning the room after use, not cleaning during the rental time.</li> <li>4. The rate above only includes the space and equipment rented, and the College of Engineering does not provide any staff members. Please bring your own staff.</li> <li>5. If the invoice title is National Chung Hsing University, the rate for space is 20% off. If the borrowing unit in the College of Engineering charges for the event, the rate for space and cleaning fee are both 30% off (please attach the agenda of the event). For other units of National Chung Hsing University rent the space for educational activities, including courses or speeches, the cleaning fee is 50% off and the space rental and arrangement fee will be waived. Space rental is free for student clubs to hold non-profit activities.</li> </ol>			

2. Laboratory and research space: For teachers of the College of Engineering who need a long term rental period, the maximum period is limited to one year. The laboratory and research space rental is at least 700 NTD per square meter. The lease renewal plan will be announced two months prior to the expiration of the rent.

Article 10 The College of Engineering is not liable for any compensation in the event of power failure, natural disaster, or other force majeure event that affect the progress of the activity.

Article 11 The borrowing unit shall clean and restore the site on the day when the activity ends, and it shall be confirmed by the College of Engineering. Objects that do not belong to the College of Engineering shall be all removed on the day when the activity ends. We are not responsible for safekeeping. We are not liable for any loss or damage of valuables, equipment, and documents from the borrowing unit. The borrowing unit shall assign staff for safekeeping.

Article 12 The conference rooms in the College of Engineering are equipped with high-definition projectors and audiovisual equipment. Please properly maintain the devices and replace and restore them after use. In the event of damage, the borrowing unit shall compensate based on the price. The borrower shall notify us if any of the equipment is defective or damaged before use. If damage occurs or expands due to the continued use of the defective equipment without notifying us, the

borrowing unit shall be liable for compensation. The borrowing unit is not allowed to move or set up the equipment in the College of Engineering without permission.

Article 13 In the event of incomplete regulation, please refer to the Regulations of Space and Equipment Management and Rate of the College of Engineering of National Chung Hsing University.

Article 14 The Regulations were approved and announced by the President. Any amendments shall follow the same process.