

Yuan Ze University Student Club Equipment Management Guidelines

Approved by the 1st Student Activity Committee Meeting of the 2022 Academic Year on October 27, 2022

Article 1: In order to implement the management of student club equipment and ensure effective allocation and sharing of resources, these guidelines, referred to as the "Yuan Ze University Student Club Equipment Management Guidelines" (hereinafter referred to as "these guidelines"), are established.

Article 2: The term "equipment" referred to in these guidelines pertains to club-specific and shared equipment that is procured, allocated, and managed by the Student Affairs Office's Extracurricular Activities Division (hereinafter referred to as the "Extracurricular Division"). The responsibility for managing and using this equipment may be delegated to clubs based on their needs.

Article 3: Borrowing and Management of Shared Equipment:

1. Borrowing is limited to registered student autonomous organizations and clubs.
2. The list of shared equipment available for borrowing is based on the equipment reservation system on the individual portal.
3. To borrow shared equipment from the Extracurricular Division, a request must be submitted through the equipment reservation system and approved. Equipment should be registered for borrowing at the Extracurricular Division and returned on the same day as the activity. For activities on weekday evenings or holidays, equipment can be returned by 1:00 PM on the next working day.

Article 4: Borrowing and Management of Club-Specific Equipment:

1. Clubs are responsible for the maintenance and management of their own equipment, following their self-established rules for management and borrowing. Records of equipment management and borrowing should be included in the club's evaluation and assessment criteria.
2. When there is a change in club leadership, an accurate inventory of club-specific equipment should be conducted and transferred. Within one week after the first club leader meeting of the fall semester, two copies of the Yuan Ze University Student Club Property Handover List should be submitted—one copy should be kept by the club president, and the other should be stored by the Extracurricular Division for reference.

3. The Extracurricular Division should conduct an inventory of club-specific equipment two weeks after the mid-term exam of the first semester and on the day of club evaluations.

Article 5: Responsibility for Damage or Loss: Clubs or users responsible for the equipment are liable for compensation in case of damage due to improper use or loss or theft due to mismanagement. Compensation should be made following Yuan Ze University's policy on the compensation for damaged public property.

Article 6: These guidelines will be implemented after approval by the Student Activity Committee and will be subject to revisions following the same process.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.