

Yuan Ze University Library Photography and Filming Application Form

Apply Date: _____

Applicant		Staff/Student ID/Personal ID (Off-campus applicants please provide your ID card number)	
Department/Unit/ Company Name		Phone Number	
E-mail		Number of the member	
Photography/Filming Area	Library : <input type="checkbox"/> B1 <input type="checkbox"/> 1F <input type="checkbox"/> 2F (Please specify the location of the bookshelf)		
Photography/Filming Purpose	(Please attach a proposal, screenplay, or script.)		
Photography/Filming Date and Time			
Equipment	<input type="checkbox"/> Camera <input type="checkbox"/> Video Recording <input type="checkbox"/> Others, please specify _____		
Instructor/Supervisor's Signature	(For off-campus applicants, please attach a copy of the business registration certificate and the bank account details for refunding the deposit)		

Notes

1. Before applying, the applicant should read and agree to abide by the “Yuan Ze University Library Photography and Filming Management Regulations”.
2. The personal data collected in this form will be used for business contacts during the photography and filming period within the university campus. The application will be declined for failure to provide correct and complete information. Applicants have the right to access and correct their personal data in accordance with Article 3 of the Personal Data Protection Act. For inquiries, please contact the Office of Library and Information Services Consultation and Promotion Division.
3. During the aforementioned leasing period, the use of products that pose a threat to national cybersecurity (such as mainland-branded software, hardware, and services) is prohibited. If any device is found hacked, please immediately power it off and notify the management personnel for further action.

I have read and agreed to the above information and am willing to comply with the relevant regulations for the application.

The following fields should be filled out by the library.

Library stamp	Library Review Result	Library management Division	
	<input type="checkbox"/> Approved		
	<input type="checkbox"/> Disapproved		
	Fee		Amount
	Venue		
	Deposit		
	Total		

Yuan Ze University Library

Photography and Filming Fee Schedule

1. This fee schedule is established in accordance with the Yuan Ze University Library Photography and Filming Management Regulations.

Identity	Period	Venue Fee	Deposit
YZU Staff	Monday~ Friday 09:00-21:00	Free of charge	None
YZU Students	Saturday~ Sunday 10:00~16:00		
Off-campus Film/TV Crew	Monday~ Friday 09:00~21:00	09:00~ 13:00 (5,000 dollars) 13:00~ 17:00 (5,000 dollars) 17:00~ 21:00 (5,000 dollars)	10,000 dollars
	Saturday~ Sunday 10:00~16:00	10:00~16:00 (10,000 dollars)	

2. Principles of Fee :

- (1) Fees are calculated based on the time period. Less than one hour will be counted as an hour.
- (2) The photography and filming period begins when the photography and filming equipment is brought into the library and ends when the equipment is taken out after photography and filming.
- (3) The fees will be calculated by the library, and the applicant must pay the fees within 3 days after the Library approves the application.

3. Please remit the deposit to the "Yuan Ze University" account (Account No. 00400100000272). After remittance, please notify the library and provide a copy of the remittance receipt and the bank account details for refunding the deposit.
4. Upon the applicant completes the photography and filming and restoring the venue to its original condition and verified by the Library, the Library will refund the deposit. The refund process may take three to four weeks, so please be patient.

Note: If any controversies or disputes occur regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.