

# Yuan Ze University Regulations for Campus Space/Venue Renting

November 24, 2008, Passed by the 6th Executive Council Meeting of the 2008 Academic Year

November 17, 2011, Amended by the 1st General Affairs Meeting of the 2011 Academic Year

November 24, 2014, Amended by the 1st General Affairs Meeting of the 2014 Academic Year

November 3, 2016, Amended by the 1st General Affairs Meeting of the 2016 Academic Year

October 13, 2021, Amended by the 1st General Affairs Meeting of the 2021 Academic Year

May 15, 2024, Amended by the 3rd General Affairs Meeting of the 2023 Academic Year

**Article 1:** These regulations are established to ensure the proper management of all public spaces within Yuan Ze University, maximizing their functionality.

## **Article 2:** Priority of Use

All indoor and outdoor facilities of the university, upon approval and under the premise of not affecting teaching management and safety, shall be implemented according to the following priority order.

1. University-wide ceremonies and assembly events.
2. University-wide conferences, lectures, performances, or assembly events organized by various units.
3. Large-scale conferences, performances, or similar events organized by student clubs.
4. Events such as assemblies, conferences, lectures, and performances organized by Far Eastern Group companies, provided they do not interfere with university use.
5. Non-profit events organized by social or non-profit organizations, provided they do not interfere with university use.
6. To foster good relations with neighboring communities, facilities may be rented to nearby organizations, provided such use does not interfere with university use.

## **Article 3:** Venue Management Responsibilities

Venue	Responsible Unit
Auditorium in Building 1, Yan-Shi Hall in Building 5, Yu-Ziang Hall in Building 6, Exhibition Hall 60103, Lecture Hall in Building 7, Distinguished Professor and Guesthouse, public plazas, platforms, and other campus public spaces	Office of General Affairs
General classrooms (including 60312 large classroom), 1st Meeting Room on the 7th Floor of Building 1	Office of Academic Affairs
Sports Ground, Gymnasium, YZU Fitness Center, and other sports venues	Physical Education Office
Student Organization Offices within the Student Activity	Office of Student

Center, multifunctional classrooms, meeting rooms, indoor activity plaza, Discovery Base, Social Innovation Arena, Discovery Plaza, Starlight Theater, Sky Square, outdoor practice areas for student clubs, and student dormitories	Affairs
Meeting rooms on the 11th and 12th floors of Building 6	Secretariat Office
Adopted classrooms, department meeting rooms, research rooms, laboratories, and other spaces under department management	Respective departments and colleges

**Article 4: Venue Application Procedures**

1. External units must submit an official document to the Office of General Affairs for approval. Upon confirmation by the responsible unit and payment of fees, the venue can be reserved.
2. Internal units may directly apply to the responsible unit by completing the required venue application form.
3. Student clubs must first obtain approval from the Extracurricular Activities Section under the Office of Student Affairs before applying for venue use.

**Article 5:** The cost standards and borrowing times for each facility shall be determined by the responsible unit. If the responsible unit has not set standards, it shall be handled according to the approval opinions of the specific project.

**Article 6: Management and Services**

1. Applications for venue use must be submitted at least seven days in advance.
2. If the borrowing unit cannot use the venue as scheduled, they must notify the responsible unit to cancel the reservation. Notifications given at least three days in advance will result in a refund of 50% of the prepaid fee. Otherwise, no refund will be provided unless the inability to use the venue is due to natural disasters or force majeure, in which case a written explanation can be submitted to request a refund.
3. The university will assign personnel to manage utilities, air conditioning, and equipment for auditoriums and meeting halls.
4. The security deposit will be refunded after the event, provided there is no damage or loss of equipment and the venue is restored to its original state.

**Article 7: Obligations and Responsibilities**

1. Users must care for public property and equipment. Unauthorized alterations, such as connecting or modifying power lines or using electrical equipment without permission, are prohibited. Activities like nailing, hanging, adhering, or posting items on walls or glass are not allowed. Smoking, as well as food and drink, is prohibited in designated areas. Any specific regulations set by the venue's responsible unit must also be observed.

2. Due to limited campus space, external users must provide details about the number of participants and vehicles and take responsibility for traffic safety and management within the campus.
3. The university only provides the venue and its existing equipment. Users must arrange their personnel for setup, operation, and restoration after use.
4. Borrowing units must handle all facilities and equipment with care. If improper use leads to damage, the borrowing unit must compensate or repair the damages.
5. During the venue use period, prohibited products such as software, hardware, or services that endanger national cybersecurity (e.g., products from Mainland Chinese manufacturers) must not be used. If any equipment is found to have been hacked, the university reserves the right to immediately shut it down and notify the manager for further action.

**Article 8:** These regulations shall take effect upon approval by the General Affairs Meeting and subsequent promulgation. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.