

Yuan Ze University Regulations for Space/Venue Renting Managed by General Affairs Office

October 17, 2008, Passed by the 1st General Affairs Meeting of the 2008 Academic Year

April 17, 2009, Amended by the 3rd General Affairs Meeting of the 2008 Academic Year

December 16, 2010, Amended by the 1st General Affairs Meeting of the 2010 Academic Year

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

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

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July 11, 2022, Amended by the 2nd 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: Pursuant to the "YZU Regulations for Campus Space/Venue Renting", these implementation guidelines aim to enhance the management of venues and equipment under the General Affairs Office, provide timely support for meetings and activities, and ensure the smooth operation of related events.

Article 2: Fee Standards

1. Venue rental fees are calculated per time slot. Each day is divided into three slots: Morning: 8:00 AM–12:00 PM, Afternoon: 1:00 PM–5:00 PM, Evening: 5:00 PM–10:00 PM. The rental fees for each time slot are listed in Table 1.
2. Equipment rental fees are calculated per item and per use. The fees are listed in Table 2.

Article 3: Venue Usage Rules

1. Applications for venue rental must be submitted at least seven days in advance.
2. Venues under the General Affairs Office's jurisdiction are available for rental by external units only during weekends, holidays, and non-instructional periods such as summer and winter vacations.
3. 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.

4. 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.
5. External entities renting venues for filming must submit a written guarantee to comply with university regulations. They must also provide the number of attendees and vehicles and assume responsibility for traffic safety within the campus.
6. The rental fee covers only the venue and existing equipment. Borrowing units are responsible for staffing, setup, and restoration of the venue.
7. 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.
8. 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.
9. Piano tuning costs must be borne by the borrowing unit.
10. Maintain cleanliness. To conserve energy, renters must turn off air conditioning, lights, and computers after use.
11. External rentals under the name of internal faculty, staff, or students are prohibited. Violations will result in additional charges based on external rental rates.

Article 4: Venue and Equipment Rental Procedures

1. Venues under the General Affairs Office's jurisdiction (e.g., Auditorium in Building 1, Yan-Shi Hall in Building 5, Yu-Ziang Hall in Building 6, Exhibition Hall 60103, Lecture Hall in Building 7, public plazas, platforms, and other campus public spaces) or public equipment borrowing procedures: Applicants must complete a rental application form through the Portal system, print the form, and obtain the signature of their unit supervisor. After completing payment or budget transfer at the General Affairs Office (if applicable), the processed form will be returned to the applicant for safekeeping. The second copy must be submitted to the venue manager for access and support.
2. General classrooms (including Lecture Hall 60312): Applicants must complete a classroom reservation form through the Portal system, obtain their supervisor's signature, and submit it to the General

Affairs Office for fee verification and electrical setup. Processed forms will be returned to the applicant, who must provide the second copy to the venue manager for access and support.

3. Other venues under different units (e.g., Physical Education Office, Student Affairs Office): Applicants should directly contact the respective management units.
4. Detailed flowcharts for venue and equipment rentals are provided in Appendix 1.

Article 5: Venue Usage Guidelines

1. The standard working hours for the regular semester are from Monday to Friday, 8:30 AM to 5:00 PM. Please register for venue rental at least one week in advance. If a classroom is locked, please contact the building manager during working hours; for after-hours issues, please contact the security team.
2. Classroom usage prioritizes formal internal courses. To avoid a single unit or individual from continuously occupying the same classroom, which may affect other users, the maximum rental limit for non-official internal courses is three days per week. For units using the classroom once a week, the maximum allowable rental is four times per month. After the period expires, a new application should be submitted. Room 60103 is designated for exhibitions and can be rented for a maximum of 10 days, with special requests for extended periods processed separately.
3. For general classroom network or equipment issues, please contact the Academic Affairs Office, Teaching Service Section; for air conditioning or lighting settings, please contact the General Affairs Office, Construction Maintenance Section.
4. In line with the energy-saving and carbon reduction policy, student clubs, department associations, or other activities requesting classroom rentals must have at least 25 participants to be eligible.
5. The Lecture Hall in Building 7 has a capacity of 289 people, the Auditorium in Building 1 can accommodate 240 people, and Room 60312 can hold 200 people. For campus-based applications, the minimum number of participants required to be eligible for rental is 150.
6. The university has implemented power management for classrooms. Power will be supplied 20 minutes before the scheduled use. The method of supplying power for air conditioning and lighting varies depending on the nature of the rental. Except for regular course schedules, quizzes, make-up classes, tutor-student meetings, and internal unit meetings, which are

automatically powered by the General Affairs Office power system, all other classroom usage requires the renter to use a pre-paid power card.

7. 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 6: Campus Outdoor, Indoor Space, and Banner Rental Regulations

1. Maintain cleanliness and restore the venue after use.
2. Indoor spaces and platforms on campus are only available for static activities.
3. Promotional posters are strictly prohibited from being directly attached to walls or windows.
4. Maintain tranquility; the use of loudspeakers is prohibited, and excessive noise should be avoided to prevent disruption to other academic and research activities.
5. Do not damage flowers, trees, or public facilities.
6. Banners on campus can be displayed for a maximum of two weeks. If the deadline is exceeded, the banner will be removed without objection.
7. It is prohibited to display horizontal banners or fabric flags along the tree lined avenue between the campus entrance and Building 1.
8. Lighting fires or holding events that require open flames is prohibited unless previously authorized.
9. The university does not provide additional power sources.
10. Any activity setup at the campus entrance must be approved by the General Affairs Office.

Article 7: Equipment Borrowing Regulations

1. The university provides the following items for borrowing: long tables, folding chairs, poster stands, trash cans, tablecloths, beach tables, beach chairs, beach tablecloths, thermos tea dispensers, university flags, and national flags. These items are for on-campus use only and may not be taken off-campus. They must be returned within two working days after the event.
2. If any equipment is damaged, the borrowing unit is responsible for repair or compensation.
3. When borrowing, the unit should inspect the items for damage and check the quantity. The university is not responsible for items once they have been borrowed.

4. Exercise caution during transport to avoid collisions or damage.
5. The borrowing unit should arrange for personnel to handle the transportation of items. The General Affairs Office does not provide manpower for this purpose.
6. When using tablecloths, care should be taken to avoid soiling them. The borrowing unit is responsible for cleaning fees.
7. Poster stands should not be placed outdoors in areas exposed to wind, sun, or rain.
8. When removing posters from stands, care should be taken to gently pull and avoid lifting the fabric or poster.

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.

Table 1: Venue Rental Fees by Time Slot

Unit: NTD/hour

	Yu-Ziang Hall		Yan-Shi Hall		Lecture Hall in Building 7		Auditorium in Building 1		60312 large classroom		General classrooms	
	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside
Venue Rental (including microphone, projector)	17,500	Free	17,500	Free	12,500	Free	7,500	Free	7,500	Free	1,000	Free
Venue Cleaning Fee		2,500		2,500		1,500		Free		Free		Free
Work-study Fees					Not provided	Not provided	Not provided	Not provided		Not provided		Not provided
Air Conditioning Fee	2,400	Free	2,400	Free	2,400	Free	2,400	Free	2,400 / card insertion	Free / card insertion	800 / card insertion	Free / card insertion
Deposit (Refundable)	10,000	Free	10,000	Free	10,000	Free	10,000	Free	10,000	Free	1,000	Free

Notes:

1. The university's graduation ceremony, freshman training (including freshman English preparatory classes), parents' visit day, university anniversary celebrations, and other University-level recruitment-related activities (such as the "High School Career Path Exploration" event and receiving high school visits) will have priority use of these venues and will be exempt from fees.
2. For activities not listed as the university's host, the borrowing entity will be treated as an outside unit, and fees will be charged according to the outside standard.
3. For activities hosted by the university, if external charges are made in addition to government funding, the outside unit borrowing fee standard will apply.
4. For activities hosted by the university, where the entire event is funded by government grants and no external charges are made, the internal borrowing fee standard will apply.
5. For high school summer camp activities organized by the university, such as the Academic Affairs Office's MIT camp and departmental recruitment events, fees will be charged according to the external standard for air conditioning and the internal borrowing standard for other fees, provided a registration fee has been charged.
6. For university recruitment activities where the number of sessions is frequent, the General Affairs Office may offer discounts to lower the charges.
7. The power supply method for classroom air conditioning and lighting will depend on the nature of the rental. For normal class schedules, quizzes, make-up classes, tutor-student gatherings, internal unit meetings, etc., the General Affairs Office's electrical system will automatically supply power. For other classroom use, the user must purchase a pre-paid power card to operate the equipment.

Table 2: Standard Rental Fees for Items per Borrowing

	Poster Stand		Long Table		Tablecloth		Folding Chair		Yamaha Piano*	
	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside
Rental	NT\$100/each	Free	NT\$100/each	Free	NT\$50/each	Free	NT\$50/each	Free	NT\$6,000/event	Free
Cleaning Fee	None	None	None	None	NT\$40/each	NT\$40/each	None	None	None	None
Deposit (Refundable)	NT\$500/event	Free	NT\$500/event	Free	NT\$500/event	Free	NT\$500/event	Free	None	None

*Note: The Yamaha piano is only available for use in the Auditorium of Building 1.

Appendix 1

