

Yuan Ze University Regulation for Rental of Research Office & Administrative Office

July 20, 2022, Approved by the 26th Executive Council Meeting of the 2021 Academic Year

Article 1. To ensure the reasonable and effective management and utilization of on-campus research rooms and office spaces, these regulations are established pursuant to Article 4 of "YZU Regulations for Campus Spaces Planning Committee".

Article 2. The research rooms and office spaces (hereinafter referred to as "spaces") covered by these regulations are those retained for unified allocation as decided by the Space Planning Committee. Spaces designated for teaching or administrative office use are not covered under these regulations. Temporary space rentals shall follow the "YZU Regulations for Space/Venue Renting Managed by General Affairs Office".

Article 3. The spaces are available for application by internal units or individuals through the General Affairs Office, under two options: free allocation or rental for a fee. Applications will be submitted to the Space Planning Committee for review and approval.

1. Free Allocation:

Retired faculty benefits approved by the Executive Council Meeting, task-oriented centers, or task-specific projects may apply for free space allocation. Self-initiated or collaborative research centers with outstanding evaluations may also apply for partial free space allocation. Free allocations are granted per semester, with a maximum period of two semesters per application (including summer and winter vacations). Extensions require reapplication.

2. Rental for a Fee:

Internal units or individuals executing approved teaching, research, or service projects may apply to rent spaces for a fee. Rental periods are granted per academic year, with a maximum duration of three years per application. Extensions require reapplication.

Article 4. Space Usage Fee Standards

1. Venue Fee (including water): NT\$400 per ping per month. Electricity Fee: Spaces with independent electricity meters will be charged based on actual usage. For spaces without independent electricity meters, NT\$200 per ping per month will be charged. Spaces approved for free allocation are exempt from venue and electricity fees.
2. Deposit: A refundable deposit of NT\$20,000 per space is required. It will be returned without interest upon restoration of the space to its original condition after the rental period.

Article 5. Payment Procedures

1. **Venue Fees and Deposit:** Renters must pay the full venue fee for the academic year and the deposit by the end of the month they move in. Payment can be made in cash at the Finance and Property Management Section or via bank transfer to the designated university account. For periods spanning multiple academic years, the full venue fee for the subsequent academic year must be paid by the end of August each year. Payment methods shall remain the same as above.
2. **Electricity Fees:** For spaces with independent electricity meters, the General Affairs Office will issue a payment notice every two months. Renters must pay the fees within the specified timeframe. For spaces without independent meters, renters must pay the annual electricity fee by the end of the month they move in. Research centers may make payments on a quarterly basis.

Article 6. Conditions for Space Usage

1. Units or individuals using the allocated space shall bear the responsibility for its proper maintenance and upkeep during the usage period. Upon expiration of the contract, they must clear all items and equipment within seven working days starting from the day following the contract's termination, unconditionally restore the space to its original condition, and return it.
2. If units with free allocation or rental for a fee do not renew their contracts upon expiration, the General Affairs Office will not assume responsibility for storing any remaining items or equipment. All overdue items and equipment left behind will be removed by personnel arranged by the General Affairs Office, which reserves full authority to dispose of them. The associated removal costs may be deducted from the security deposit.
3. Units or individuals using the allocated space must clean the floors of the rented space within seven days after vacating, ensuring that doors, windows, and walls are wiped clean and all adhesive marks from postings are removed. If the space is returned without meeting reasonable cleanliness standards, the General Affairs Office may hire personnel to perform additional cleaning. Any costs incurred for such cleaning may be deducted from the security deposit or charged directly to the renting unit or individual.
4. Renovation costs are borne by the user and must comply with campus regulations, including construction, building management, fire safety, and environmental protection standards. Noncompliance must be rectified unconditionally within two notices, or the space will be reclaimed.
5. Any additional conditions not specified in these regulations will be outlined in the usage agreement between the user and the General Affairs Office.

Article 7. Fee Management and Usage

1. Venue and electricity fees collected by the Finance and Property Management Section will be allocated to the General Affairs Office for cleaning, equipment purchases, utility expenses, maintenance, and other space-related costs.
2. Deposits are collected by the General Affairs Office counter and can be refunded within one month of vacating the space, upon presentation of the payment receipt.

Article 8. These guidelines shall take effect following approval by the Executive Council 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.