

Management Measures for Parking Lot of Shih Chien University Taipei Campus

Approved at the 4th Executive Meeting of 2004 Academic Years
Revised and approved at the 2nd Executive Meeting of the 2nd Semester of the 2020 academic year on June 11, 2021

- Article 1: In order to effectively utilize the parking lot of our school and maintain the order and safety of vehicles in the parking lot, this regulation is formulated.
- Article 2: The parking management of this school shall be in accordance with the provisions of these regulations. In cases not covered by these regulations, other relevant laws and regulations shall apply.
- Article 3: Location of this parking lot:
1. Flat parking area: in front of the main building of building G
Provide temporary parking for vehicles with a VIP card or other special circumstances approved by the application.
 2. Underground parking area: basement of the main building
- Article 4: Parking lot opening hours: all day.
- Article 5: Vehicle types: small passenger and freight vehicles, motorcycles
- Article 6: Except for official vehicles, vehicles used by individuals with disabilities, and approved VIP vehicles, construction vehicles, or special circumstances projects, all other vehicles are prohibited from entering the campus.
- Article 7: Those who use the parking lot of this school shall be deemed to agree to the management methods and implementation rules of this parking lot, and are willing to comply with all regulations. If there is any violation of regulations, they are willing to handle it in accordance with the regulations.
- Article 8: The school's parking lot only provides parking spaces and charges parking fees accordingly, without any responsibility for custody; For the property and important items inside the vehicle, the user or owner of the vehicle should take proper care of them. If any damage or loss occurs, the school is not responsible for compensation; The same applies to damages and losses caused by disasters such as flooding, earthquakes, and typhoons. However, this restriction does not apply to matters that can be attributed to the school.
- Article 9: When vehicles enter the parking lot, it shall be noted the height limit of the parking lot. Vehicles exceeding the height limit are prohibited from entering. If the vehicle is damaged due to forced entry, the school shall not be liable for compensation. As a result, the parking lot facilities are damaged, and the parking person shall be liable for compensation for the damages.
- Article 10: In the event of a traffic accident occurring within this parking lot, both parties shall resolve it on their own and have no involvement with the school.
- Article 11: If the intentional, negligent, or no-negligent actions of the parking person result in damage to the equipment or buildings of this parking lot, the parking person shall be responsible for compensation and repair.
- Article 12: Vehicles entering this parking lot must comply with the following regulations. If the violation occurs three or more times, the school has the right to terminate the parking rights of the violation vehicle and will not accept applications for long-term parking for three years.
1. The parking of automobiles and motorcycles shall be handled in accordance with the provisions of these regulations and implementation rules.
 2. When the parking lot is temporarily closed due to unforeseen circumstances, the parking

person should cooperate with the deadline to remove the vehicle from the parking lot; Those who fail to leave the parking lot by the deadline have the right to move their vehicles to another location, and the risks and costs are borne by the parking person.

3. Vehicles entering and exiting must follow the guidelines, and the speed of the vehicle should not exceed 20 kilometers per hour.
4. Vehicles should be parked according to signs, markings, or instructions from management personnel. The front of the vehicle should face the lane. To ensure parking safety, do not park on the lane or obstruct traffic.
Violators of this regulation may have their vehicles locked or moved to appropriate locations by our school. When the vehicle is locked or moved to a suitable location, the parking person should apply for unlocking and pay the vehicle relocation fee to the general affairs section of the office of the general affairs or guard house; If the parking lot facilities are damaged or personnel are injured due to illegal parking, the parking person shall be liable for compensation for damages.
5. The vehicle anti-theft device should be turned on in a silent state. If the anti-theft alarm causes interference or affects campus order, the school has the right to take necessary measures, and the risks and costs are borne by the parking person.
6. The use of flammable materials, explosives, or other prohibited items in the vehicle is prohibited. The school has the right to take necessary measures in case of violation, and the risk and cost shall be borne by the parking person.
7. To maintain the safety and cleanliness of this parking lot, smoking and car washing are prohibited.
8. Please do not park illegally-used vehicles.
9. For long-term parking, please attach the parking permit to the designated location (car: windshield, motorcycle: license plate) and do not remove it. The parking permit cannot be lent to other vehicles for use.
10. If the vehicle is parked temporarily and there is no record of showing up for more than three consecutive days, the school will notify the parking person to collect the vehicle within a specified time and pay the fee.

If it is not possible to notify according to the above regulations or if there are obvious difficulties in notifying, the notice may be pasted on the vehicle as a notification.

If the vehicle is not returned within the deadline or if there is no owner found, a public announcement for collection will be processed. If the vehicle that has been announced for collection has not been collected for more than two months, the school may directly move the vehicle to an appropriate location. If it is found to be a stolen vehicle, the school will notify the local police to handle it in accordance with the law.

Article 13: This parking lot is a paid parking lot, and the charging standards and related implementation rules shall be handled in accordance with the "Implementation Rules for Parking Lot Management at the Taipei Campus of Shih Chien University", which shall be formulated separately.

Article 14: When outsourcing the operation and management of this parking lot to a manufacturer, the management operation points shall be separately formulated.

Article 15: The regulations shall be implemented after being approved by the executive meeting and approved by the principal, and shall also be amended accordingly.

Implementation Rules for the Management Measures of the Parking Lot at the Shih Chien University Taipei Campus

Approved and amended by the principal on July 17, 2008
Revised and approved at the 2nd Executive Meeting of the 2nd Semester of the 2020 academic year on June 11, 2021
Amendments approved at the 1st Executive Session of the 1st Semester of the 2023 Academic Year on September 26,
2023

- Article 1: In order to effectively manage the entry and exit of vehicles at the Taipei Campus Parking Lot (hereinafter referred to as the "Parking Lot") of our university, these implementation rules are formulated in accordance with Article 13 of the Management Measures of Taipei Campus Parking Lot.
- Article 2: In the first semester of each academic year, the application for parking at the car and motorcycle parking lot shall be conducted according to the announced time, until the quota is full.
- Article 3: There are a total of 100 long-term car parking spaces for students in each academic year, with 50 spaces available for full-time and night departments. When the number of applicants exceeds 50, the right to use parking spaces for individuals with disabilities is determined by drawing lots, except for those designated for those with disabilities who are exempt from drawing lots.
- Article 4: Those who apply for long-term parking spaces as full-time teaching staff shall be limited to one car and one motorcycle per person.
- Article 5: When applying for a parking space, the applicant shall fill out the application form and submit relevant documents. The attached identification information shall be within the validity period. The owner of a vehicle license can only register as the owner, parents, spouse, or children.
- Article 6: When changing a new car, one should bring their new car license to the counter of the general affairs section of the office of the general affairs to handle the change of car number.
- Article 7: Resident personnel who provide professional services to the school may apply for long-term parking spaces for cars and motorcycles as full-time faculty and staff members of the school by providing a copy of the long-term contract (one year or above) and health insurance information signed with the school to prove their identity.
- Article 8: When applying for temporary bus parking spaces, part-time teachers (including teachers of the Continuing Education Center), resident personnel who provide professional services to the school, employees of the school's shopping mall, enterprises stationed in the Innovation Incubation Center, lecture/image evaluation/oral examination/visitor personnel shall be considered as official partners. In addition to lecture/image evaluation/oral examination/visitor personnel, they shall provide copies of the contract signed with the school and labor and health insurance information to prove their identity.
- Article 9: When employees of on campus shopping malls or Innovation Incubation Center apply for long-term parking spaces for motorcycles, they shall be considered as business partners and shall provide copies of the contract signed with the school and labor and health insurance information to prove their identity.
- Article 10: The free parking hours provided by various units on campus each semester are shown in the table below. When not sufficient for use, please apply for free parking with a special application.

Unit	Time (Hours)	Unit	Time (Hours)	Unit	Time (Hours)
Office of academic affairs	50	The office of library and information services	50	College of Human Ecology	1100
Student Affairs Office	200	Office of Human Resources	50	College of design	880
Office of the general affairs	50	Office of Finance	50	College of Management	1650
Admission Office	50	Office of International Affairs	100	Committee on general studies	200
Office of Research and Development	50	Continuing Education Center	100	English Taught Program	400

Article 11: Applicants who apply for free temporary parking in the flat parking area in front of Building G should complete the application process for a special visa seven days before using the parking space. After approval, they can park for free.

Article 12: Applicants for temporary parking spaces for automobiles - ordinary people (free parking) should complete the application process seven days before using the parking space, and after approval, they can park for free.

Article 13: For those who apply for long-term car parking spaces for the first time during the semester, the time of unused parking spaces may be deducted and the fee will be calculated on a monthly basis. If it is less than one month, it shall be counted as one month. All fees for the remaining time of the entire academic year should be paid in full at once.

Article 14: Applicants for long-term refund of parking spaces for automobiles shall calculate the refund amount based on the proportion of usage time. If the usage time is less than one month, it shall be counted as one month. Long term motorcycle parking spaces are not eligible for refund applications.

Article 15: Temporary parking spaces for automobiles - for general public (official cooperation), the billing unit is one hour, and less than one hour is counted as one hour. Those who enter the parking lot within 30 minutes are free of charge.

Article 16: Temporary parking spaces for automobiles - for ordinary people, the billing unit is half an hour, and less than half an hour is counted as half an hour. Those who enter the parking lot within 30 minutes are free of charge.

Article 17: If a long-term car parking space is rented and the parking space is not used at the agreed time, the parking fee for non-agreed time will be charged based on the temporary car parking space - ordinary people fee standard. Before leaving the parking lot, please go to the payment machine to complete the payment before leaving.

Article 18: Charging Standards for Automobile

Type of parking	Application type	Fee standards	Application documents	Usage time and notes
Long-term	Faculty and staff (Full-time)	NT\$30,000/academic year	1. Owner's driver's license 2. Car registration: If it is a parent/spouse/child vehicle, please present a copy of the identity card of the applicant and his/her parent/spouse/child. 3. Photocopies of contracts and labor and health insurance information signed with the school. (for resident staff who provide professional services to the school).	Weekdays: All day Holidays: All day
	Faculty and staff (Night)	NT\$24,000 /academic year	as above	Weekdays: 17:00-08:30 Holidays: All days
	Faculty and staff (Daily)	NT\$6,000/academic year	as above	Weekdays: 06:00-23:00 Holidays: 06:00-23:00
	Students	NT\$9,000 /period	1. Photocopies of parents' identity cards 2. Owner's driver's license 3. Car registration: If it is a parent/spouse/child vehicle, please present a copy of the identity card of the applicant and his/her parent/spouse/child. 4. Handbook for the Disabled: Provide a guaranteed quota of parking places without drawing lots.	Weekdays: 06:00-23:00 Holidays: 06:00-23:00 * The period is calculated on the basis of nine months. The period of use is based on the class hours in the academic year.
	General public (full-time)	NT\$48,000/academic year (plus 5% business tax)	1. Owner's driver's license 2. Car registration: If it is a parent/spouse/child vehicle, please present a copy of the identity card of the applicant and his/her parent/spouse/child.	Weekdays: All day Holidays: All day
	General public (Night)	NT\$30,000/academic year (plus 5% business tax)	as above	Weekdays: 17:00-08:30 Holidays: All days
Temporary	All units on campus (free parking)	NT\$0 /hour	-	When the free parking hours provided by various units on campus each semester are not sufficient for use, please apply for free parking with a special application.

	General public (free parking)	NT\$0 /hour	1. Application form 2. Electronic form of vehicle registration information *Please complete the application seven days before using the parking space	*The need to apply for free parking for enrollment, national major gatherings, and other necessary reasons
	General public (official partner)	NT\$15 /hour	1. Application form 2. Electronic form of vehicle registration information 3. Photocopies of contracts and labor and health insurance information signed with the school. (Resident personnel providing professional services to our school/employees of campus shopping malls/manufacturers of innovation incubation center) *Please complete the application seven days before using the parking space	*The daily fee limit for holidays is NT\$200 *Full time teaching staff and part-time teachers (including teaching teachers of Continuing Education Center) resident personnel providing professional services to our school, employees of campus shopping malls, manufacturers of innovation incubation center, lecturer/image evaluation/oral examination/interviewees The billing unit is one hour, and less than an hour is counted as an hour. Those who enter the parking lot within 30 minutes are free of charge.
	General public	NT\$40 /hour	-	*The daily fee limit for holidays is NT\$200 *The billing unit is half an hour, and less than half an hour is counted as half an hour. Those who enter the parking lot within 30 minutes are free of charge.

Article 19: Charging Standards for motorcycles

Type of parking	Application type	Fee standards	Application documents	Usage time and notes
Long-term	Full-time teaching staff	NT\$0/academic year	<ol style="list-style-type: none"> 1. Owner's driver's license 2. Car registration: If it is a parent/spouse/child vehicle, please present a copy of the identity card of the applicant and his/her parent/spouse/child. 3. Photocopies of contracts and labor and health insurance information signed with the school. (for resident staff who provide professional services to the school). 	<p>Weekdays: All day Holidays: All day</p>
Long-term	Students	NT\$600/academic year	<ol style="list-style-type: none"> 1. Photocopies of parents' identity cards 2. Owner's driver's license 3. Car registration: If it is a parent/spouse/child vehicle, please present a copy of the identity card of the applicant and his/her parent/spouse/child. 	<p>Weekdays: All day Holidays: All day</p>
	General public (official partner)	NT\$1,200 /academic year	<ol style="list-style-type: none"> 1. Owner's driver's license 2. Car registration: If it is a parent/spouse/child vehicle, please present a copy of the identity card of the applicant and his/her parent/spouse/child. 3. Photocopies of contracts and labor and health insurance information signed with the school. (On-campus mall employees/manufacturers in Innovation Incubation Center) 	<p>Weekdays: All day Holidays: All day *On-campus mall employees/manufacturers in Innovation Incubation Center</p>
Temporary	None	-	-	-

Article 20: These implementation rules shall be submitted to the principal for approval before implementation, and the same shall apply when amended.