

# Management Measures for Renting and Lending Venues of Shih Chien University (Taipei Campus)

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- Article 1: These regulations are formulated for the use of Shih Chien University (Taipei Campus) by internal and external units or personnel for campus venue management activities.
- Article 2: The venue of the Taipei campus shall be prioritized for use by the teaching units, administrative units, and student organizations of the school.
- Article 3: Norms for the Lease and Use of the International Conference Hall in Building N:  
**1. Important Celebration Activities of the School.**  
**2. Lectures by internationally renowned scholars.**  
**3. A 300-person or above academic speech or seminar organized or co-organized by the department of our school.**  
**4. The activities or speeches organized has a positive impact on our school.**  
**Venue rental is not accepted for activities other than those mentioned above. Only after approval by a special signature can the venue be borrowed in accordance with the venue rental management law.**
- Article 4: The venue must complete the borrowing procedures seven days before the day of use (including holidays), and the procedures are as follows:  
(1) Fill out the venue borrowing application form (2) Approved by the general affairs section (including venue management personnel and the leader of the general affairs section), (3) The cashier group to collect venue fees, personnel management fees, and venue security funds, etc., (4) Approved by the **finance department**, and (5) For the application form that has been approved and paid in full, **four copies** of which should be sent to the finance department, the general affairs section of the office of the general affairs, the security room, and the responsible personnel of the cleaning company.
- Article 5: If the borrowing unit (individual) cancels its appointment, they should go to the general affairs section of the office of the general affairs of this school three days (including) before the original scheduled use date to handle the cancellation and refund procedures (attach the original application form and payment receipt). If the borrowing is cancelled after the deadline, 20% of the venue fee should be paid as administrative processing fee.
- Article 6: After completing the application procedures, if there are any significant events or situations on campus, the school has the right to cancel the lease and refund all paid fees, or request an extension, without any liability for compensation or compensation.
- Article 7: Borrowing units (individuals) are not allowed to have situations where the application nature and use do not match, which may affect teaching, research, or other school activities. They are also not allowed to violate government laws and relevant regulations of the school. If the above situations are found to be true, the school may immediately stop borrowing and confiscate the fees paid.
- Article 8: Advertising (or MV) shooting and print commercial photography should display "real-life scenes of the Shih Chien University". Only after confirming that the content has a positive promotional effect on the school, the venue deposit may be refunded. Violators may have the deposit confiscated by the school.
- Article 9: If the borrowing unit (individual) needs to use the venue for an extended period of time, after confirmation by the venue management personnel, they shall make up for the overdue use of the venue and personnel management fees on the spot, and calculate at 1.5 times the original fee standard.
- Article 10: After the borrowing of the venue is completed and inspected by the school, if the borrowing unit has not violated any of the provisions of this regulation and the information recorded in the venue borrowing application form, the venue deposit will be returned. The venue guarantee fund should be retrieved at a mutually agreed time by both parties. Unless

the retrieval time is extended with the consent of the school, it will be transferred to the school development fund and the school will not be responsible for its custody.

Article 11: After completing the borrowing procedures, the borrowing unit (individual) may apply for work vehicles to enter the school as needed (except for those applying for sports activities), and shall cooperate with the command and coordination of the school's venue management personnel. The large amount of garbage generated by the activities of the units entering the campus must be cleared and not left within the campus. The site should be restored to its original state immediately after use. If the borrowing unit damages the building or equipment, it shall bear the responsibility of compensation for the damage. Otherwise, the school will confiscate the guarantee fund as compensation and list the customer as a dishonored customer.

Article 12: If the borrowing unit (individual) applies for continuous use for a period of two weeks, and submits a usage schedule according to the requirements of the school, a new application must be made and the application procedures must be completed.

Article 13: If it is necessary to survey the site in advance, the site management personnel must register the information and accompany them on the journey.

Article 14: The self-operated administrative and teaching activities of this school may be exempted from relevant fees upon approval; **If the borrowing unit cooperates with the school to borrow a venue, after approval, the venue maintenance can be charged at a discount or garbage disposal fees, water and electricity fees can be collected.** Please refer to the attached fee table for venue borrowing.

Article 15: These Measures shall be implemented after being approved by the administrative meeting and signed by the President for announcement, and any amendments shall also apply.

## Table of Fee Standards for Borrowing Venues at the Taipei Campus of Shih Chien University

Venue Name	Explanation of purpose	Site maintenance fee (4 hours per session) Including 10% garbage disposal fee and water and electricity fees (including air conditioning)		Personnel management fees	Deposit
General classroom (Buildings A,K,L)	Venue rental	NT\$3,500		NT\$1,600	NT\$5,000
	Graphic photography	NT\$8,500			
	Advertising shooting	NT\$12,500			
General classroom (Building D,E)	Venue rental	NT\$2,500		NT\$1,600	NT\$5,000
	Graphic photography	NT\$7,500			
	Advertising shooting	NT\$10,000			
General lecture theater (A301.A401. L401.L501. H601)	Venue rental	NT\$6,000		NT\$1,600	NT\$10,000
	Graphic photography	NT\$8,500			
	Advertising shooting	NT\$12,500			
Special/lecture theater (Classroom N B2F, Group Appreciation Room)	Venue rental	NT\$12,000		NT\$1,600	NT\$10,000
	Graphic photography	NT\$17,000			
	Advertising shooting	NT\$27,000			
Minchu Hall in Building A	Venue rental	NT\$10,000		NT\$1,600	NT\$10,000
	Graphic photography	NT\$10,000			
	Advertising shooting	NT\$14,000			
Music Hall in F Building	Venue rental	NT\$15,000		NT\$1,600	NT\$20,000
	grand piano (YAMAHA)	Usage fee	NT\$3,000		
		Tuning fee	NT\$2,500		
International Conference Hall in Building N	Venue rental	<b><u>NT\$40,000</u></b>		NT\$1,600	NT\$10,000
	Graphic photography	NT\$20,000			
	Advertising shooting	NT\$30,000			
General outdoor or indoor public areas (limited to those managed by the office of the general affairs)	Venue rental	NT\$25,000		NT\$1,600	NT\$10,000
	Graphic photography	NT\$15,000		NT\$1,600	NT\$10,000
	Advertising shooting	NT\$20,000			NT\$20,000
Building DE Catering and Baking Professional Classroom	Venue rental	According to the regulations of the management unit		NT\$1,600	
Computer classroom of the library assets department	Venue rental	NT\$8,000		NT\$1,600	NT\$20,000
	Please inquire with the information service group of the library assets department 2538-1111 # 1813				
Library Venues	Please inquire with the information service group of the library assets department 2538-1111 # 1814				
Sports Center	Please inquire with the Office of Physical Education 2538-1111#3811				

- \*The rental price for off campus venues does not include business tax. If a unified invoice needs to be issued, an additional 5% business tax will be required
- \*The personnel management fee is calculated at NT\$400 per hour, and after collection, the school will transfer it to the venue management personnel.
- \*Wedding photos (non-alumni) and outdoor shots (non-commercial) will incur a maintenance fee of NT \$500 per hour.
- \*For the International Conference Hall in Building N, if it is borrowed through cooperation between our school and external parties, no venue maintenance fee is charged after approval, a garbage and water and electricity maintenance fee of 4 hours/NT \$7500 will be charged; Special/General Lecture Theater/Group Appreciation Room/Music Hall/Min Chu Hall will be charged 4 hours/NT \$1500 for garbage, water and electricity maintenance fees.**

Application Form for Borrowing of Off-campus Unit Venues at Shih Chien University							
Borrowing unit		Applicant		Contact person		Mobile phone number	
				Unified number:		Fax:	
Usage			Contact address				
Is it an alumni	<input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Department		Student ID		E-MAIL	
Borrowing venue	<input type="checkbox"/> General classrooms (venue rental, graphic photography, advertising shooting) <input type="checkbox"/> Special/lecture theater(venue rental, graphic photography, advertising shooting) <input type="checkbox"/> Indoor and public areas of building (venue rental, graphic photography, advertising shooting) <input type="checkbox"/> Other venues _____						
Borrowing Time	Year /Month/Date Time to Time			Whether a unified invoice is required		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fee Calculation	1. Venue Maintenance Fee: NT \$ Including 10% garbage disposal fee and water and electricity fees (including air conditioning) 2. Personnel Management Fee: NT\$ 3. Venue Guarantee Fund: NT \$						
Number of people entered the campus		Equipment entered the campus		Equipment to be borrowed			
Site Manager			Leader of general affairs section				
General Affairs Director			Finance Department				
The scheduled withdrawal time of the deposit			Withdrawal and receipt of deposit				
Precautions	<ol style="list-style-type: none"> <li>The borrowing unit (applicant) agrees to process the borrowing application in accordance with the regulations of the Management Measures for Renting Venues of the Shih Chien University.</li> <li><b>Please apply for a venue seven days in advance (excluding official holidays). Our school premises are prioritized for use by teaching units, administrative units, and student clubs within the school.</b></li> <li>The borrowing unit is not allowed to engage in profitable activities or situations that do not match the nature of the application, or have an impact on teaching, research, or other school activities, or violate government laws and regulations and relevant regulations of our school. If found, the school may immediately stop renting, confiscate the rent and security deposit paid, and do not make any compensation.</li> <li><b>If the borrowing unit needs to install other audio and lighting equipment, they must provide their own generator. Except for the existing power supply and equipment in each venue of the school, the applicant is not allowed to connect other equipment without authorization.</b></li> <li><b>If the borrowing unit needs to purchase work-related insurance for the personnel, the unit shall handle it on its own.</b></li> <li>If the unit needs to apply for a vehicle to enter the school (limited to two vehicles, excluding sports activities) after completing the rental procedures, please fill out the off-campus vehicle entry application form.</li> <li>The garbage generated by the activities of the units entering the school must be cleared and transported by themselves, and no garbage cannot be left behind by the school; The site should be restored to its original state immediately after use (including equipment specifications and restoration). If the user unit damages buildings, equipment, etc., they shall bear the responsibility of compensation for the damage, and our school may recover the confiscated security deposit in accordance with the law and list it as a refused customer.</li> <li>If it is necessary to cancel the borrowing of the venue, the cancellation procedures should be processed with the school's general affairs section three days before the originally scheduled use date.</li> <li>The deposit shall be retrieved within the agreed time by both parties. The borrowing unit shall proactively notify the organizer and confirm the retrieval time and refund method to the school for self-collection or provide an account (<b>for non-Changhua Bank accounts, the borrowing unit shall pay a deduction fee of NT\$30</b>).</li> <li>The MTV video or catalog should display (real-life scenes of Shih Chien University) and the finished shooting should be presented to our school for free. After our school confirms that the MTV or recordings have a positive promotional effect on our school, the deposit can be refunded. Violators may have their deposit confiscated by the school.)</li> <li>Alumni are free to take wedding photos in the campus. Wedding photos (non-alumni) and outdoor photos</li> </ol>						

(non commercial) will charge a venue maintenance fee of 1 hour/NT \$500.

**12. If the International Conference Hall in Building N is a venue borrowed for cooperation between our school and off-campus organs, no venue maintenance fee is charged after approval, only a garbage, water and electricity maintenance fee of 4 hours/NT \$7500 will be charged; For Special/General Lecture Theater/Group Appreciation Room/Music Hall/Min Chu Hall, a garbage water and electricity maintenance fee of 4 hours/NT \$1500 will be charged.**