

NATIONAL SUN YAT-SEN UNIVERSITY

Guidelines for Fees and Management of Venues in the College of Science

Issued by the 1st College General Meeting on December 8, 2011, School Year 100.

Approved by the 8th Administrative Meeting on June 13, 2012, School Year 100.

- I. The present guidelines are specially issued to enhance effectiveness in management and applications of the college's venues and equipment.
- II. To borrow the college's venues, please apply by the following procedures two weeks in advance:
 - A. Make an inquiry for booking.
 - B. Fill out the application form for using venues in the College of Science as well as the affidavit for using the venues and equipment.
 - C. Pay the fees.
- III. The college does not accept any personal applications to borrow the venues (including on and off the campus). Applications for educational purposes and units of the college have the priority to borrow the venues. Corresponding fees will follow the college's fees guide with the exceptions described below.
 - A. Events that are organized by the college's units and student associations.
 - B. The rental fees for events hosted by student parties and organizations with approvals from the university may be waived; only air conditioning and cleaning fees will be charged.
- IV. Venue fees include site and equipment maintenance; air conditioning and cleaning fees will be charged additionally without discounts in general.
- V. A deposit of NT\$ 2,000 shall be pre-paid for the application. It will be fully refunded when no damage is caused after using the venue.
- VI. After the application is approved, respective fees shall be paid in accordance with the fees guide one week before the day of use. Failures to pay rental fees before due dates will be regarded as abandoning applications.
- VII. To maximize the effectiveness of a venue, it will not be leased to events whose numbers of participants do not reach a relative proportion of the available seats (the number of participants for the College of Science's International Conference Hall shall reach more than 100 people, and that for the college's small theater and physics department's lecture theater shall reach more than 70 people).
- VIII. A 20% discount will apply to events that are jointly organized by off-campus companies or groups (nonprofit organizations) and units of the university according to standards for external use on the fees guide.
- IX. Please consult the management unit first to borrow different equipment. In the case of any equipment damage due to improper use, the borrowing party will be responsible for repair or compensation. Please do not bring drinks (with the exception of bottled water) or food into the International Conference Hall, small theater, physics department's lecture theater, and computer classrooms.
- X. The availability of the International Conference Hall, small theater, physics department's lecture theater, lecture halls, computer classrooms, general classrooms, and the atrium to other units outside of the College of Science will be based on office hours. Outside office hours, additional charges shall apply for overtime payments to part-time workers (according to the

university's regulations) as they provide assistance to the control of security access as well as operation and consulting services for relevant equipment.

- XI. Please contact the college's venue manager regarding security access in advance if venues are needed on weekends or holidays.
- XII. In cases of any cancelations, the borrowing party shall notify the college in advance and complete the procedures for cancellation and refund. Any cancelations 3 days in advance may be fully refunded; cancelations one day in advance may be partially refunded of the air conditioning/cleaning fee, whereas the remaining cases will not be refunded. The borrowing party's record will be used as a reference for future approval.
- XIII. The venues will not be leased to events that involve any of the following conditions. For approved cases, the lease will be immediately suspended.
 - A. Violations of government regulations and policies.
 - B. Interference of good social customs.
 - C. Inconsistent information relative to the application registration or transfer the use to other parties.
 - D. Risks of severely damaging the equipment.
- XIV. For matters unaddressed in the present guidelines, please refer to relevant regulations of the university.
- XV. The present guidelines shall be implemented following approvals of college general meetings and administrative meetings. The same procedures shall be carried out when amendments are to be made.

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The Fees guide for Venues in the College of science

Approved by the 6th Administrative Meeting on June 7, 2002.

Approved (text amendment) by the 2nd College General Meeting on March 26, 2009, School Year 97.

Approved by the 1st College General Meeting on December 8, 2011, School Year 100.

Approved by the 8th Administrative Meeting on June 13, 2012, 2nd Semester of School Year 100.

Venues	Number of Seats	Fees guide		Equipment
International Conference Hall, College of Science	210	On-Campus	The fee for using the venue is \$1000 every hour.	Touch screen, whiteboard, projector and screen, microphone, speaker, multi-functional podium, table, internet hub, etc.
		Off-Campus	The fee for using the venue is \$3500 every hour. Morning (8:00–12:00), afternoon (13:00–17:00), and evening (18:00–22:00) sessions are each charged with \$10,500 respectively.	
		Air conditioning/cleaning fees	\$500 every hour.	
Small Theatre, College of Science	127	On-Campus	The fee for using the venue is \$500 every hour.	Whiteboard, projector and screen, microphone, speaker, e-podium, internet hub, and visual communication equipment.
		Off-Campus	The fee for using the venue is \$1500 every hour. Morning (8:00–12:00), afternoon (13:00–17:00), and evening (18:00–22:00) sessions are each charged with \$4,500 respectively.	
		Air conditioning/cleaning fees	\$500 every hour.	
Physics Department's Lecture Theater	113	On-Campus	The fee for using the venue is \$500 every hour.	Blackboard, whiteboard, projector and screen, microphone, speaker, e-podium, internet hub, and visual communication equipment. Note: Please call the physics department office at 07-5253700 to borrow this venue.
		Off-Campus	The fee for using the venue is \$1500 every hour.	
		Air conditioning/cleaning fees	\$500 every hour.	
Computer Classroom Science 1003	50	On-Campus	The fee for using the venue is \$500 every hour.	Monitor, computer, projector and screen, microphone
		Off-Campus	The fee for using the venue is \$1500 every hour.	
		Air conditioning/cleaning fees	\$300 every hour.	

Lecture halls Science 2001 Science 3001	100	On-Campus	The fee for using the venue is \$200 every hour.		Monitor, computer, projector and screen, microphone, speaker, e-podium, Internet hub, etc.
		Off-Campus	The fee for using the venue is \$500 every hour.		
		Air conditioning/cleaning fees	\$300 every hour.		
※General Classroom	50-70	On-Campus	No A/C.	The fee for using the venue is \$60 every hour.	Monitor, computer, projector and screen, microphone, e-podium.
			With A/C	The fee for using the venue is \$120 every hour.	
		Off-Campus	No A/C.	The fee for using the venue is \$120 every hour.	
			With A/C	The fee for using the venue is \$240 every hour.	
The Atrium		Electricity	For off-campus units, the fee for electricity is \$200 every hour.		

※ General classrooms refer to Science 0007, 0008, 0009, 0010, 0011, 0012, and 0014, of which Science 0010 can only host 40 people.

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Application Form for Using Venues in the College of science

Approved by the 6th Administrative Meeting on June 7, 2002.

Approved by the 1st College General Meeting on December 8, 2011, School Year 100.

Approved by the 8th Administrative Meeting on June 13, 2012, 2nd Semester of School Year 100.

1. Please read the specifications below as well as the guidelines for fees and management of venues in the College of science.			
Venue		Term of Request	
Applicant Unit		Date of Application (yyyy/mm/dd)	
Purpose		Request for air conditioning	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Participants		Amount Due	
Person in Charge		Contact Number	
Notes			
Signature by the head or supervisor of the applying unit:			
The above columns shall be filled out by the applicant.			
Comments from the College of Science	<input type="checkbox"/> Lease will be granted, please pay the necessary fees before the due date. <input type="checkbox"/> Collect deposit <input type="checkbox"/> Not available for lease		
Processed by		Supervisor Approval	
2. The deposit will be refunded if the environment and equipment at the venue are not damaged or lost upon return.			
Signature			
Specifications			

Starting on September 15, 2003, the power in the College of Science will be regulated after office hours. For evening rentals, please contact the venue manager one day in advance (please allow more days for weekends and holidays) for the control of power switch to prevent any loss of user's rights. The classrooms in the basement of the College of Science are not available for lease after office hours.

Venue manager Mr. Gao's contact information: Science 1010; extension no. 3504, mobile no. 0933393338.

- A \$2000 deposit shall be prepaid for the application. It will be fully refunded when no damage is caused during the lease; any loss or severe damage to the equipment shall be compensated accordingly.
- Outside office hours, additional charges apply for overtime payments to part-time workers (according to the university regulations) as they provide assistance to the control of security access as well as operation and consulting services for related equipment.
- Venues in the College of Science welcome users who fulfil their duties in management and cleaning. The lease will not be granted to personnel who do not fulfil the duties.
- The air conditioner is not available for private use without the college's approval. To apply for air conditioning, please obtain the college approval and pay for corresponding fees at the college office (Science 4001).
- Users are responsible for their own safety at the venues.

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Affidavit for Using Venues and Equipment in the College of Science

- I. Please confirm whether the equipment in the venues have any damages before use. If no concerns are raised, the equipment would be assumed to operate normally; the discovery of any equipment damage upon return will need to be compensated in full amount.
- II. The original equipment (apparatus) in the venues may not be externally connected to other audiovisual equipment.
- III. The microphone volume needs to be controlled at a level that does not interfere with faculty research office, classrooms, or other venues.
- IV. Please reapply in the event of any changes to the content of the application form (proposal), and actively inform the venue manager.
- V. Please return the keys to the venue manager in the morning of the next day, and accompany the manager to test whether there are any damages to the equipment.
- VI. Please clean up the venue and return to its original state after use.
- VII. Any violations of the above rules will be reported to authorities, and the eligibility to borrow the venues in the future will be suspended.

Person in Charge:

Stamps of the Applicant/Authority Unit:

Contact Person and Number:

Date:
(yyyy/mm/dd)

Statement of Declaration

The lease period of the venues belonging to the College of Science ends at 10 PM. The applying unit will be responsible for their own safety after the hour described above.

The applicant unit agrees to this statement of declaration.

Event Title:

Lease Period:

Person in Charge of the Event: