

## **Management Regulation for the Phoenix Theater of the College of Liberal Arts**

Amended and approved in the College Affairs Meeting in the 1st Semester / 2nd Semester of Academic Year 1999 on January 15, 1999

Amended and approved in the 2nd College Affairs Meeting / 1st Semester of Academic Year 2015 on January 14th, 2016

Amended and approved in the 1st College Affairs Meeting / 1st Semester of Academic Year 2019 on September 19, 2019

Amended and approved in the 3rd College Affairs Meeting / 1st Semester of Academic Year 2020 on January 7th, 2021

Amended and approved in the 1st College Affairs Meeting / 2nd Semester of Academic Year 2020 on April 8th, 2021

Approved and implemented by the President on May 17th, 2021

1. National Cheng Kung University (hereinafter referred to as the University) drafted this regulation to effectively the Phoenix Theater to promote artistic activities.
2. The Theater is divided into an indoor theater and an outdoor theater, which is managed and maintained by the College of Liberal Arts (hereinafter referred to as the College).  
The Theater is limited to performing arts activities such as music, drama and dance. If any performing arts-related activity extended from a course offered by the University needs to use the Theatre, each course is limited to the presentation of the results and the full rehearsal (up to 2 times). However, it does not include lectures or drills / rehearsals instructed by the teachers.
3. The borrowing unit or individual should file applications on NCKU Electronic Administrative System two weeks prior to the date of use, submitting event-related documents and getting approvals before using them. In case of postponement or cancellation, the applicant should notify the Theater of the alteration at least three days before the date of the borrowing. Violation against this rule will lead to suspension of the right to borrow for a year.
4. The Theater is open for borrowing from 8:00 am to 10:00 pm Monday through Saturday (closed for winter / summer vacation as well as during spring break). In special circumstance when it's necessary to use the Theater on Sunday, special request can be filed with the College.
5. The venues are free of charge for conferences or activities held by the departments or units of the College. However, in situations when fees or charges are collected from attendees or when fees for the venues have been listed in the budget of the conferences or activities held, the fee of the venue usage may be collected.

For other on-campus units (not from the College) or off-campus units to borrow the venues, a fee will be collected. However, in special circumstances, the fees may be waived or reduced with the approval of the Dean.

|                 | Indoor Theater<br>Exhibition /<br>Performance<br>Events | Rehearsal               | Outdoor Theater        |
|-----------------|---|-------------------------|------------------------|
|                 | (1 time slot = 4 hours)                                 | (1 time slot = 4 hours) | No specific time-slots |
| On-Campus Unit  | NT. 6,000   | NT. 3,500               | NT.1,000               |
| Off-Campus Unit | NT. 12,000  | NT. 7,000               | NT.2,000               |

Notes:

1. Prices are listed in NT dollars.
2. There are three time-slots with the indoor theater: Morning, afternoon and evening, each time-slot is 4 hours. ( If the period of use is less than a time slot, it is rounded up to one.)
6. The fees / charge paid for the use of the Theatre will not be refunded. However, in any of the following circumstances, part or all of the charge may be refunded:
  - (1) If, for some special situation, applicant cannot use the Theater as scheduled, and notify at least three days before the scheduled rental date, one-half of the fees / charge shall be refunded.
  - (2) Due to force majeure accidents, such as typhoons, earthquakes, power outages or air raids, etc., the applicant cannot use the Theater as scheduled, the full charge / fees shall be refunded.

If it is necessary for the University to use the Theatre, applicant may be asked to reschedule. If it cannot be rescheduled, the fees paid will be refunded in full, and the applicant shall not object to it or file for a compensation.
7. On-campus units or clubs shall not apply for the rental of the theater on behalf of off-campus units; the name or content of the applicant unit or activity shall be consistent with the matters specified in the rental application form. If there is any violation, the College may stop its use and authorize the unit-in-charge on imposing punitive measures.
8. The Theatre shall not be leased for activities of a commercial nature. However, this does not apply to those whose special project has been signed approved.
9. Indoor theater and outdoor theater should not both be used during the same time-

slot.

10. Units or individuals renting the Theater shall provide their own behind-the-scenes staff. The management of the theater provides only technical assistance and shall not be responsible for equipment control or giving an introduction on their uses.

11. The Unit or individual renting the Theater shall be responsible for the custody and maintenance of the equipment of the Theater, and shall be liable for damages. Without the consent of the management of the Theater, the unit or individual renting the Theater shall not activate or move the equipment in the Theater without authorization. If there is a need to install lighting or other electrical equipment, it shall be approved by the management personnel and within the electricity capacity approved. Accidents arising from private power supply or failing to comply with the rules shall be solely the responsibility of the unit or individual renting the Theater.

12. Precautions for the use of this theater:

(1) The unit or individual renting the Theater shall be responsible for maintaining the cleanliness of the venue, shall not discard the garbage around, and after use, the venue shall be cleaned and returned to its original state.

(2) Beverages (water) and food shall not be brought into the Theater.

(3) Posters and papers must not be arbitrarily posted, and it is forbidden to bring dangerous objects such as candles to the stage for performance.

(4) Without consent, paste, glue, nails and other objects shall not be used on the walls, floors and facilities or equipment inside and outside the venue.

Those who use outdoor Theater are not allowed to use loudspeakers during weekday class hours.

13. Please keep an eye on the costumes, lights, props, etc. placed in the venue. The management of the Theater is not responsible for any loss or damage.

14. If the provisions of these regulations are violated and fail to show improvement after being noticed by the Theater management personnel, the management personnel may cut power supply and terminate the use of the venue.

15. These regulations shall be approved by the College Affairs Council and shall be implemented after being approved by the President, as is the case when amended.