

# **Management Regulation for the Meeting Room of the College of Liberal Arts, Xiu Chi Lecture Hall and Academic Lecture Hall**

Amended and approved in the 1st College Affairs Meeting / 2nd Semester of Academic Year 1997

Amended and approved in the 2nd College Affairs Meeting / 2nd Semester of Academic Year 1999

Amended and approved in the 3rd College Affairs Meeting / 2nd Semester of Academic Year 2000

Amended and approved in the 3rd College Affairs Meeting / 1st Semester of Academic Year 2019 ( Jan. 9, 2020)

1. The College of Liberal Arts of National Cheng Kung University (hereafter referred to as the College) drafted this regulation according to the NCKU Income / Expense Management Regulations on Venues and Equipment to effectively manage and maintain the venues and spaces managed by the College.

2. The Meeting Room of the College of Liberal Arts ( aka. Ying-Shu Hall) is used as the venue for meetings in the College as well as small academic activities. Normally, it cannot be borrowed or chartered. However, when not collided with scheduled meetings / activities, it could be borrowed by departments or units in the College of Liberal Arts.

For the departments and units under the College to borrow the meeting rooms, please contact the Office of the College.

3. Xiu Chi Lecture Hall and Academic Lecture Hall should be reserved primarily for academic activities held by offices / units in the College or others. The rest of the time can then be arranged for general activities.

(1) Academic activities: International and domestic academic conferences, symposiums, special lectures, non-routine teaching curriculum and other related academic activities.

(2) General activities: large-scale meetings, educational trainings, performing arts, etc. Xiu Chi Lecture Hall is not bounded by the above-mentioned restrictions. It's open for application for the purposes of general education courses or courses from the departments in the College. However, applications must be filed before the semester begins.

4. Xiu Chi Lecture Hall and Academic Lecture Hall are open for borrowing from Monday to Saturday. The opening hours are as follows:

- (1) 8:00 a.m. to 12:00 a.m.
- (2) 13:00 pm to 17:00 pm.
- (3) 18:00 to 22:00 pm.

If there are special circumstances in departments or affiliated units of the College, that the venues need to be borrowed on Sundays or national holidays, the requests have to be

approved by the Dean of 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. The charges are listed as follows (VAT inclusive):

[1] Meeting Hall (1 time slot = 4 hours)

[2] Xiu Chi Lecture Hall (1 time slot = 4 hours)

[3] Academic Lecture Hall (1 time slot = 4 hours)

Off-Campus Units: [1] \$3000 [2] \$4000 [3] \$5000

On-Campus Units: [1] \$1500 [2] \$2000 [3] \$2500

Note: If the period of use is less than a time slot, it is rounded up to one.

6. The borrowing unit 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.

7. The borrowing unit should pay off the charge / fee one week prior to the date of use with cash, checks or remittance.

8. The borrowing unit shall comply with the following provisions when using the venue space:

(1) To maintain public order, safety maintenance and cleanliness of the venue during the period of use, and no posters or papers shall be posted on the walls.

(2) On-campus units or societies shall not apply for venues on behalf of off-campus units or groups under the guise of holding activities.

(3) If the name of the activity filed by the borrowing unit is obviously inconsistent with the content of the activity, the College may immediately stop its use, and the venue fee that has been collected will not be refunded.

(4) Facilities and equipment should be properly used, cherished and maintained. In case of illegal use or damage, the borrowing unit should repair or compensate for the damage.

9. The venue usage fee collected by the College shall be used for the maintenance of the venue equipment and related personnel expenses of the College.

10. This regulation has been approved by the College meeting and implemented after being approved by the President. The same is true for amendments made to it.