

NCHU Regulations for Borrowing Conference Rooms at the Center for General Education

Adopted by the Center for General Education Meeting on Jun.15th, 2012
Amendment of Article 8 approved by President of NCHU on Aug. 20th, 2018(official letter no.1070200482)

Article 1 NCHU Center for General Education (hereinafter referred to as Center) has established the Regulations in compliance with Article 3 of the NCHU Regulations on Site & Facility Management, Use, and Rates to strengthen management over the use of the Center's public facilities.

Article 2 The Center's conference rooms shall be used, in principle, for academic lectures, conferences, meetings between NCHU units, and related events.

Article 3 Borrowing units shall file their applications at least three days before the intended date of use. Once the application has been approved by the Center, the borrowing unit shall make payments to the Division of Cashier with their applications forms. The borrowing unit shall return the proof of payment to the Center to complete the process; failure to comply will result in cancelled reservations.

The building is equipped with access control, therefore, conference rooms are, in principle, only available during NCHU work hours.

Article 4 Conference room rates are as follows (including venue & equipment use and utilities):

I . NCHU units: NT\$600 for half days and NT\$1,200 for full days.

II . External units: NT\$1,000 for half days and NT\$2,000 for full days.

Article 5 Applicants are responsible for the conference room and its facilities and equipment during their use and shall be liable for any missing or damaged facilities or equipment. If there are damages or defects found in equipment or facilities prior to the borrowing unit's use, the applying unit shall immediately inform the Center. Borrowing units are liable for damages caused by continued use after equipment and facilities are found damaged or defective.

Article 6 The Center may immediately terminate the borrowing unit's conference room use in the event of any of the following circumstances without refund:

I . Actual use does not align with the intended use listed on application forms.

II . Borrowing units that willfully or maliciously destructed or defaced public facilities.

III . Borrowing units that have violated Regulations or fail to comply with directions from the Center.

Article 7 For any matters not mentioned herein, please refer to related NCHU regulations.

Article 8 These Regulations and any amendments hereto shall be passed in management-level Academic Affairs Meetings and approved by the President before taking effect.