

NCHU Regulations on Borrowing Classrooms under the Office of Academic Affairs

Approved by President of NCHU on Mar. 16th, 2017(official letter no.1060200137)
Amendment of Articles 2 & 5 approved by President of NCHU on Mar.8th, 2018(official letter no.1070200120)
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- Article 1 The NCHU Office of Academic Affairs (hereinafter referred to as Office) has established the Regulations herein to manage the borrowing of all public facilities across NCHU (hereinafter referred to as All Facilities) in compliance with the NCHU Regulations on Site & Facility Management, Use, and Rates.
- Article 2 The Regulations are applicable to the following public facilities: The Teaching Complex building and the Education Building at the Nantou campus under the Office of Academic Affairs. The (hereinafter referred to as Division) has been tasked with managing the classrooms. The management of multi-purpose classrooms shall be determined separately.
- Article 3 All Facilities shall be used, in principle, for academic lectures, conferences, meetings, and education-related events.
- Article 4 Applicant priority:
- I . Office of Academic Affairs and subordinate units.
 - II .First-level administrative units at NCHU and other colleges, departments, and institutes.
 - III . Outside events organized by the Office of Academic Affairs and subordinate units.
 - IV . Outside events organized by first-level administrative units at NCHU and other colleges, departments, and institutes.
- Article 5 Usage and rates:
- I . If a class is taking place in the classroom at the intended time of use, the class will receive priority.
 - II . Classrooms are only available during working hours in principle but can be borrowed with signed approval from the Division of Curriculum section chief given special circumstances.
 - III . Venue fees, cleaning fees, and deposits will be charged for borrowing classrooms according to the Office of Academic Affairs Classroom Fee Standards (please refer to the attached table).
 - IV . Education courses organized by the Office of Academic Affairs will not be charged.
 - V . Student clubs that wish to borrow classrooms for non-profit uses shall submit documentary proof of their event that has been stamped and approved by the head of the Extracurricular Activities Division or

[department and colleges \(degree programs\)](#). If the Curriculum Division's division chief agrees, student clubs [will be exempt from classroom fees and deposits but are still required to pay cleaning fees](#). Student clubs that wish to borrow classrooms for commercial use will have to pay the standard rates.

Article 6 The applying unit shall complete an application form and follow the steps below:

- I . NCHU units: Submit documentary proof of the event and file the application at least 7 working days before the intended date of use.
- II . External units: Submit a photocopy of the event's documentary proof, proposal, and other related documents and file the application at least 10 working days before the intended date of use.
- III . Once the application form has been approved by the Division of Curriculum section chief, the applying unit will be asked to make payments to the Division of Cashier with their approved application form. The applying unit shall return the proof of payment to the Division of Curriculum at least 3 days before the intended date of use to ensure classroom use; failure to comply will result in cancelled reservations without objections or claims from the applying unit.
- IV . If the applying unit no longer requires the classroom, please inform the Division of Curriculum at least 3 days before the intended date of use and arrange for another date. If the applying unit wishes to cancel the reservation, please submit related documentary proof within 10 days after the intended date of use as a written refund application.

Article 7 When using the classrooms, please comply with the following rules:

- I . The applying unit shall appoint 1 on-site manager for the Division of Curriculum to contact at all times.
- II . Applying units should ask for prior approval from the Division of Curriculum to put up signs. If the applying unit wishes to put up signs, posters, or slogans, please apply for prior approval and only use approved locations.
- III . Applying units are responsible for safety and maintenance of any decorations and use during their use of the classrooms. Applying units should visit the site before the intended time of use to learn more about site safety and inform related personnel of any safety notices. During the date of the event, the on-site manager is responsible for supervising the event and preventing any disasters or mishaps.
- IV . Applying units are responsible for the safe use of all equipment and facilities and are liable for any missing or damaged equipment or

facilities. If there are damages or defects found in equipment or facilities prior to the applying unit's use, the applying unit shall immediately inform the Division of Curriculum. Applying units are liable for damages caused by continued use after equipment and facilities are found damaged or defective. Applying units shall not remove or install equipment or facilities provided by the Division of Curriculum on their own.

- V. Applying units shall comply with laws and regulations prohibiting indoor smoking. Food and drinks are prohibited in audiovisual classrooms.
- VI. Applying units are responsible for all drinks, foods, snacks, and trash from the event and shall comply with recycling regulations for all waste. Applying units will be responsible for any penalties to the Division of Curriculum from failure to comply with waste disposal regulations.
- VII. Applying units should appoint a personnel to be responsible for their own personal belongings, equipment, and information. Applying units will be solely responsible for any missing or damaged belongings, equipment, and information of their own.
- VIII. The Division of Curriculum is not liable for any power failure, natural disaster or other force majeure factors affecting the applying unit's activities.
- IX. Please return the classrooms to their original stage after use. The deposit will be returned when the Division of Curriculum has confirmed that the applying unit has complied with all rules and regulations.

Article 8 The Division of Curriculum may immediately terminate the applying unit's classroom use in the event of any of the following circumstances. The Division of Curriculum shall also confiscate all fees and deposits submitted by the applying unit and prohibit the applying unit from future use without objections or claims from the applying unit:

- I . Violations of local laws and related NCHU regulations.
- II . Violations of moral order or public order.
- III . Endangering the safety or health of others.
- IV . Pollution or damages to the classroom or other facilities.
- V . Actual use does not align with the intended use listed on application forms.
- VI . Lending or transferring rights to the classroom to another user without prior approval.
- VII . Prior recorded violations in facilities managed by the Division of Curriculum.
- VIII . Applying units that have resulted in any circumstances that are not accepted by public opinion.

IX. Applying units that have violated related regulations set forth by the Office of Academic Affairs or fails to comply with directions from the Division of Curriculum.

- Article 9 If the Division of Curriculum has to cancel the applying unit's reservation as a result of special circumstances, the Division of Curriculum will give the applying unit prior notice and return all fees and deposits without interest with no objections or claims from the applying unit.
- Article 10 Parking fees at NCHU shall be charged in compliance with the NCHU Campus Parking Fee Guidelines and will not be included in the fees for borrowing classrooms. Please contact the Campus Security Division of the NCHU General Affairs Office for any questions about parking fees.
- Article 11 For any matters not mentioned herein, please refer to related NCHU regulations.
- Article 12 These Regulations and any amendments hereto shall be passed in management-level Academic Affairs Meetings and approved by the President before taking effect.

Attachments

NCHU Classrooms under the Office of Academic Affairs Fee Standards

Classroom (Capacity)	User	Time Slots	External			Internal	
			Classroom fees	Cleaning fees	Deposit	Classroom fees	Cleaning fees
Teaching Complex Building Classrooms Regular classrooms (Large) (70 people)			NTD 3,000	NTD 300	NTD 2,000	NTD 2,400	NTD 300
Teaching Complex Building Classrooms Regular classrooms (Small) (40 people)		Morning, Afternoon, and Evening	NTD 2,000	NTD 200	NTD 1,500	NTD 1,600	NTD 200
Teaching Complex Building Classrooms Audiovisual classrooms (120 people)			NTD 7,000	NTD 700	NTD 4,000	NTD 5,600	NTD 700
Education Building at the Nantou campus 501 Regular classrooms (Large) (48 people) 512 Regular classrooms (Small) (32 people)		Afternoon, and Evening				NTD2,400	NTD300

Details:

- I . The Fee Standards have been established in compliance with the NCHU Regulations on Borrowing [Classrooms under the Office of Academic Affairs](#). The Curriculum Division of the Office of Academic Affairs has been tasked with managing the classrooms.
- II . Fees are charged based on "time slots." The morning time slots are 8:00—12:00, the afternoon time slots are 13:00—17:00, and the after-hours time slots are 18:00—21:50. Applying units that wish to extend their use beyond the designated time slots shall acquire prior approval. Each additional hour will be charged at 30% of the original classroom fees. If the extended use is less than 1 hour, the applying unit will still be charged for 1 hour.
- III . Classrooms are not available for borrowing when courses are in session.
- IV . NCHU and external units will be charged according to the Fee Standards for borrowing any of the classrooms listed hereinabove. For weekends, national holidays, and NCHU holidays, external units will be charged an additional 30% and NCHU units will be charged an additional 10%.
- V . Please submit related documentary proof (e.g., posters for lectures or panel discussions, agendas for conferences or educational training, and proposals for educational events) with your applications.
- VI . After application forms have been approved, applying units shall make payments at the Division of Cashier with the approved application form and submit the proof of payment to the Division of Curriculum 3 days before the intended date of use to complete the process. The Division of Curriculum with cancel the applying unit's reservation and confiscate all fees if the applying unit fails to comply.

- VII. Student clubs that wish to borrow classrooms shall submit documentary proof of their event that has been stamped and approved by [the head of the Extracurricular Division](#) or [department \(graduate institute, degree program\)](#). If the Curriculum Division's division chief agrees, student clubs [will be exempt from classroom fees and deposits but are still required to pay cleaning fees](#). Student clubs hosting commercial events will be charged as an NCHU unit in compliance with the Fee Standards.
- VIII. Parking fees at NCHU shall be charged in compliance with the NCHU Campus Parking Fee Guidelines and will not be included in the fees for borrowing classrooms. Please contact the Campus Security Division of the NCHU General Affairs Office for any questions about parking fees.
- IX. After the event is over, the Division of Curriculum will first check the classroom to ensure it has been returned to its original state or that the applying unit has recovered all damaged equipment to their original states before returning the deposit.
- X. If the Division of Curriculum has to cancel the applying unit's reservation as a result of special circumstances, the Division of Curriculum will give the applying unit prior notice and return all fees and deposits without interest with no objections or claims from the applying unit.