

Regulations Governing the Rental of the Venues at the Beimen Campus in the College of Management at National Yang Ming Chiao Tung University

Formulated at the 7rd administrative directors meeting of the College of Management for academic year 2020 on May 3, 2021

1. The College of Management (hereinafter the College) at the National Yang Ming Chiao Tung University (hereinafter the University or NYCU) draws up these regulations in order to make full use of and improve the management of the audiovisual classrooms, lecture halls, conference rooms and classrooms (hereinafter the venues) at the Beimen Campus.
2. The venues are preferentially made available for use by the College's Institute of Business and Management and the Master's and PhD programs in Transportation and Logistics Management, special programs (Business and Management, Transportation and Logistics sections), credit classes, training courses, oral examinations and academic events, whereas other entities are required to apply for the use of the venues.
3. The venue booking procedure will not be completed until an completed application form has been approved by the user unit and the head of the loaning unit at the Beimen Campus.

The venues can be rented on a one-time or semester basis according to the following rules:

- (1) For one-time rental, booking must be made 10 days before the date of use.
- (2) For rental by semester, booking must be made within 2 months of the commencement of the semester immediately preceding the semester of use.

If more than two applications are submitted at the same time, they will be processed in the following order of priority, with priority given to whichever in the same order has registered first:

- (1) The courses and oral exams by all sections of the College's in-service Master's programs.
- (2) The courses and oral exams by all departments and institutes of the College.
- (3) Academic seminars hosted by all departments and institutes of the College.
- (4) Courses and oral exams by all departments and institutes other than those of the College at the University.
- (5) Academic seminars hosted by all departments and institutes other than those of the College at the University.
- (6) Academic activities organized by external organizations and co-organized by the units of the College.

- (7) Academic activities organized by external organizations and co-organized by the units than those of the College at the University.
 - (8) Activities organized by the clubs and associations of the College.
 - (9) Activities organized by the clubs and associations other than those of the College at the University.
 - (10) Seminars and other events organized by external organizations.
4. Except for the units listed in subparagraphs (1), (2) and (4), Paragraph 3, Article 3 which shall pay the supplementary venue maintenance fee, other units shall pay the venue fee and supplementary venue maintenance fee in accordance with the following rates. Fifty percent of the venue fees and supplementary venue maintenance fees shall be allocated to the University and 50 percent to the College. The supplementary venue maintenance fee shall be used to cover the annual overage of water and electricity charges as well as venue cleaning fees at the Beimen Campus. Upon completion of the booking process, payment for one-time rental and rental by semester shall be made to the University's Cashier Section 7 days before the date of the rental and within 2 months after the commencement of the previous semester respectively and the receipt shall be faxed to the loaning unit and confirmed as correct before the rental procedure is completed.

The venue fees and supplementary venue maintenance fees are listed below:

Venue	Venue Fee		Supplementary venue maintenance fee
	Hosted by NYCU units	Hosted by entities outside NYCU	
Classroom 2, Classroom 4, Classroom 7. Conference Room 1	<u>NT\$800</u> per hour	<u>NT\$2,400</u> per hour	<u>NT\$800</u> per time
Classroom 1, Classroom 3, Classroom 5, Classroom 6, Conference Room 2, Conference Room 4	<u>NT\$1,600</u> per hour	<u>NT\$3,200</u> per hour	<u>NT\$1,600</u> per time
Lecture Hall 1, Lecture Hall 2, Audiovisual Classroom	<u>NT\$2,000</u> per hour	<u>NT\$4,800</u> per hour	<u>NT\$2,000</u> per time

5. If other electrochemical equipment needs to be installed when renting the venue, it should be done in conjunction with the administrative staff of the College and submitted together with the application for safety purposes.
6. Care should be taken in the maintenance of all equipment at a venue rented. In the event of damage, the College may claim compensation for such damage as it deems appropriate. Should the venue require extra decoration, it should be stated in the application form and the College's consent should be sought. The venue should be restored to its original condition after use. In the event of three violations or more, the College may decline the loan.
7. These Regulations shall come into operation upon approval by an administrative directors meeting of the College of Management, and the same applies to any subsequent amendments hereto.

Application Form for the Rental of the Venues at the Beimen Campus in the College of Management at National Yang Ming Chiao Tung University

Application Date: / /

Name of course, meeting or event:				
Number of participants:				
Date, time slot Venue (tick)	Rental Date (For multi-day rental, one may fill in several fields and tick the time periods)	Time period (tick or fill in)		
		8am-12pm	1-5pm	6-10pm
<input type="checkbox"/> Classroom 1 CAP 42 <input type="checkbox"/> Classroom 2 20 <input type="checkbox"/> Classroom 3 30 <input type="checkbox"/> Classroom 4 30 <input type="checkbox"/> Classroom 5 18 <input type="checkbox"/> Classroom 6 30 <input type="checkbox"/> Classroom 7 10 <input type="checkbox"/> Conference Room 1 10 <input type="checkbox"/> Conference Room 2 12 <input type="checkbox"/> Conference Room 4 15 <input type="checkbox"/> Audiovisual Classroom 72 <input type="checkbox"/> Lecture Hall 1 60 <input type="checkbox"/> Lecture Hall 2 100	1. (mm/dd/yyyy)			
	2.			
	3.			
	4.			
	5.			
	6.			
We hereby apply for the rental of the above-mentioned venue(s) and have read the "Regulations Governing the Rental of the Venues at the Beimen Campus in the College of Management at National Yang Ming Chiao Tung University" and agree to abide by the provisions of the Regulations and be corrected or denied the use of the venue(s) in case of non-compliance. After payment, the receipt shall be faxed to the loaning unit and confirmed as correct before the rental procedure is completed.				
Applicant Unit		Head of Applicant Unit	(signature)	
Applicant	Name		Tel	
	E-mail		Fax	
Other Requirements				
Receipt Content	Name on Receipt		Unified Business No.	
	Mailing Address		Recipient	
Expenses	Handling Staff of Loaning Unit		Head of Loaning Unit	
<input type="checkbox"/> Supplementary maintenance fee <input type="checkbox"/> Venue fee _____ Total _____				

Rates of venue fees and supplementary venue maintenance fees:

Venue	Venue Fee		Supplementary venue maintenance fee
	Hosted by NYCU units	Hosted by entities outside NYCU	
Classroom 2, Classroom 4, Classroom 7. Conference Room 1	NT\$800 per hour	NT\$2,400 per hour	NT\$800 per time
Classroom 1, Classroom 3, Classroom 5, Classroom 6, Conference Room 2, Conference Room 4	NT\$1,600 per hour	NT\$3,200 per hour	NT\$1,600 per time
Lecture Hall 1, Lecture Hall 2, Audiovisual Classroom	NT\$2,000 per hour	NT\$4,800 per hour	NT\$2,000 per time

Venue Fee Remittance Information:

Account name: National Yang Ming Chiao Tung University
Bank: E.SUN Commercial Bank (code 808)- Hsinchu Branch

Remittance enquiries hotline: 03-5712121#51809
Fax: 03-5726465

Account no.: 0060-466-138899
05.03.2021