

National Yang-Ming Chiao Tung University Directions for the Management and Use of the Renliangge Activity Venue on the Yangming Campus

Approved by the Director of General Affairs on May 12, 2021.

Approved by the Director of General Affairs on October 22, 2024.

1. To effectively manage the Renliang Building event venue on the Yangming Campus, the Office of General Affairs at National Yang Ming Chiao Tung University has established these regulations in accordance with Article 7 of the “Venue Usage Guidelines of the Office of General Affairs at National Yang Ming Chiao Tung University.
2. If access control is required for this event venue, an online application must be submitted. The venue may be used upon approval of the application.
Application procedure: University Portal / Administrative Information / Conference Center Venue Management System / Public Area Access Control Management System / Click on “Access Authorization Application.”
3. Student clubs applying to use the Venue for regular club activities shall apply through the activity application process of the Extracurricular Activities Division of the Office of Student Affairs and complete the relevant procedures.
4. The term “Renter” is defined as the individual or responsible personnel of a department who is borrowing the Venue. Renters are expected to preserve the quality of the public property and equipment of the Venue and are responsible for any accidents in or damage done to the Venue as the result of improper use of the property or equipment.
5. Use of the fixed equipment provided in the Venue is subject to the following regulations:
 - (1) Refrigerators:
 - a. Public refrigerators:
 - (a) Items stored in public refrigerators must be labeled with the name of the owner, the time of the activity, and the name of the contact person for the activity.
 - (b) Items stored in public refrigerators that are unlabeled or remain in the refrigerator after the activity is over shall be disposed of. The owner of the aforementioned items may not object to their removal.
 - b. Rented refrigerators:
 - (a) A written application must be submitted. The rental period is on a month-to-month basis. The monthly fee is NT\$150.
 - (b) Food items stored in rented refrigerators must be properly stored in

containers or bottles and placed in a box designated for food items. If the food items in rented refrigerators are discovered to be expired or rotting, the items shall be removed and by the manager of the Venue. The renter of the refrigerator may not object to its removal.

- (c) Renters of refrigerators shall remember to keep the refrigerator door tightly closed. The University is not responsible for the safe-keeping of the items stored in rented refrigerators.

(2) Storage lockers:

- a. A written application must be submitted. The rental period is on a month-to-month basis. The monthly fee is NT\$150.
- b. Defacing the interior or exterior of the locker or sticking stickers, promotional materials, or paper to the locker is prohibited.
- c. The storage of illegal items, flammable items, dangerous chemicals, explosive items, animals, and perishable items in the storage lockers is prohibited. To maintain the safety of the campus, the manager of the Venue has the right to inspect the items in storage lockers. If any of the aforementioned items are discovered in the storage locker, the renter's eligibility to use the storage lockers will be immediately revoked.
- d. Renters shall remember to keep the locker door tightly closed, uphold their responsibility as renters, and avoid storing expensive items in the storage lockers. The University is not responsible for any items kept in storage lockers going missing.
- e. In the event of forgetting the password of their storage locker, renters must not force the locker open or switch to a different locker and must submit an application to the 1st Division of Property and Business Management to unlock the storage locker. Renters may submit such applications only twice every semester and shall have their eligibility to use the storage locker revoked after the third submission of such an application.

(3) Warnings:

- a. Renters are required to thoroughly read the instruction manual and follow the regulations for use when using the electrical appliance provided in the Venue. If the Renter encounters malfunctioning during their use of the computer equipment, the manager of the Venue shall be notified and will handle the malfunction. Attempts to repair or take the electrical appliance apart is prohibited.

- b. Open flame devices, such as gas stoves are prohibited in the Venue.
 - c. The University is responsible for providing only the fixed equipment in the Venue. Damaging the fixed equipment in the Venue is prohibited. If additional set-up is required, the manager of the Venue must provide prior consent for the additional equipment to be used.
 - d. Nailing hooks or applying adhesive stickers to the walls of the Venue is prohibited. Additionally, equipment from other activity venues cannot be taken into the Renliangge Activity Venue. The Renter shall be held accountable for any damages resulting from the aforementioned actions.
 - e. The wooden furniture, such as the tables, of the Venue is not suited to hold high-temperature items. Heat-insulation pads must be used for high-temperature items, such as pots, plates, or teacups.
 - f. Venue restoration and cleaning
 - (a) After the end of each event, the users of the venue are responsible for cleaning the tabletops, sinks (including the sink filters), equipment, and the Venue; returning all items and equipment in the Venue to their original places; turning off any electronics—with the exception of the refrigerator—air conditioners, and lights; and closing all doors and windows of the Venue. Items stuck, hanging, or erected on the walls of the Venue that are determined to violate the Regulations shall be removed by the manager of the Venue.
 - (b) Personal belongings and waste produced during the activity must be removed from the Venue after the activity ends. To prevent the clogging of the sink pipes, the disposal of waste in sinks is prohibited. If the sink pipes become clogged as the result of improper use, the Renter shall be held accountable for the plumbing fees.
 - (c) If the Venue requires maintenance related to cleaning or safety, the manager of the Venue may enter the borrowed space of the Venue without the consent of the Renter.
6. In the occurrence of any of the following events in the Venue during activities, the Renter shall be prohibited from applying to borrow the Venue for up to 3 months after the date on which the event occurred.
- (1) The Renter failed to appear at the Venue at the reserved time at least twice.
 - (2) The duration of the Renter's activity was extended and affected the subsequent Renter of the space.
 - (3) Personal items, waste produced during the activity, and garbage were not

removed from the Venue after the activity ended.

(4) Waste was disposed of in sinks, which resulted in the pipes clogging.

(5) The Renter failed to close all doors and windows, turn off all electronics—with the exception of refrigerators—and turn off the lights of the Venue after the activity ended.

(6) The Renter used rented refrigerators and storage lockers without permission.

(7) Severe violations of the Regulations were detected and confirmed to be true.

7. Activities extending more than 1 hr beyond their allotted time shall be subjected to additional charges for each extra hour. Renters shall make supplementary payments to account for the extension period.

8. The Renter shall be responsible for maintaining the order, safety, and cleanliness of the Venue and shall be supervised and instructed by the manager of the Venue.

9. The University retains the right to request the immediate termination of activities that violate the Regulations or the National Yang Ming Chiao Tung University Regulations Governing the Management and Use of Activity Venues on Yangming Campus. Any violations shall be handled in accordance with the law.

10. These regulations shall be implemented upon receiving approval from the Dean of General Affairs of Yangming Campus. Any amendments thereto shall be similarly processed.