

國立陽明交通大學總務處活動場地使用管理要點

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- 一、國立陽明交通大學(以下簡稱本校)總務處為有效管理所屬室內外活動場地(以下簡稱場地)之使用及拍攝等活動，特訂定本要點。
- 二、本校秉持校園中立，本要點所有場地僅供學術、藝文、演藝、慶典、集會及康樂活動使用，如屬政治性、宗教性及商業性等相關宣傳與活動應專案申請，經總務長同意後方可使用。
- 三、本場地申請程序如下：
 - (一)採線上申請，審核通過後得以使用，惟優先提供校內單位使用為原則。
 - (二)經審核通過，若有取消場地使用之需要，除天災或不可抗力之事由外，使用日七日曆天前完成取消場地，已繳交費用全數退還；七日曆天內取消，僅退保證金；如申請單位擬變更場地使用計畫，應於使用日十四日曆天前提出申請，逾期申請，概不受理。
- 四、本場地收費標準如下：
 - (一)場地各項收費及保證金計算標準如附表。
 - (二)全校性重大活動如校慶、畢業典禮、新生訓練及校級會議等相關活動，免收各項費用。
- 五、使用本場地之申請單位應依行政院訂頒「公共場所或舉辦各類活動投保責任保險適足保險金額建議方案」規定，於場地「舉辦活動」、「場地委外」、「場地出(租)借」或「從事有風險之實驗」時，根據其活動及場地風險屬性，額外投保並保額加倍，再附加活動舉辦期間責任(包含僱主責任)等類似相關保險，本校得視活動舉辦情形，於使用日五日曆天前請申請單位提供保單予本校備查。
- 六、本校因緊急需要無法按原申請時間提供場地，得於使用日十四日

曆天前通知申請單位變更使用時間或場地；已繳納之各項費用數額於變更後有增減時，管理單位應通知申請單位補繳或退還差額；申請單位不能或不願變更者，本校得取消原核准，已繳納之各項費用無息退還。

- 七、本場地管理單位總務處各組得依場地特性，另訂各場地管理注意事項。
- 八、申請單位使用本場地應遵守本要點及場地管理注意事項之規定，如因不當使用導致設備故障或場地毀損，申請單位應負賠償責任。
- 九、本要點管理之場地，如有下列情事者，本校有權要求立即停止使用，除沒收保證金外，本校得不受理該申請單位一年內本場地使用申請。
 - (一)違背政府法令規章者。
 - (二)使用事實與申請內容不符者。
 - (三)使用時有損本校場地建築與設備者。
 - (四)參與活動人員不遵守本校規定，有妨害正常公務推行或影響校園安全行為者。
 - (五)違反本要點或場地管理注意事項者。
- 十、本要點經總務會議通過後施行，修正時亦同。

附表 1

陽明校區室內活動場地收費標準表

單位：元/時段

場地名稱	場地使用費收費等級				
	一級收費	二級收費	三級收費	四級收費	五級收費
大禮堂	25,000	20,000	15,000	2,500	1,250
表演廳	15,000	12,000	9,000	1,500	750
活動中心第一會議室	10,000	8,000	6,000	1,000	500
活動中心第二會議室	12,000	9,600	7,200	1,200	600
活動中心第三會議室	11,000	8,800	6,600	1,100	550
活動中心多功能室	5,000	4,000	3,000	500	250
活動中心貴賓室	5,000	4,000	3,000	500	250
活動中心展示場	1,500/攤位 (以日計算)	1,500/攤位 (以日計算)	1,500/攤位 (以日計算)	1,500/攤位 (以日計算)	1,500/攤位 (以日計算)
膺才廳	42,000	33,600	25,200	4,200	2,100
人良閣	5,000	4,000	3,000	500	250
<p>說明：</p> <p>一、管理單位：事務一組、經營管理一組（人良閣）。</p> <p>二、時段：依時段收費，每時段為 4 小時，包含演出、場佈、彩排及撤場時間，各時段規定如下：</p> <p>（一）上午時段：以 8 時至 12 時為原則。</p> <p>（二）下午時段：以 13 時至 17 時為原則。</p> <p>（三）晚間時段：以 18 時至 22 時為原則。</p> <p>（四）使用時間未達 1 個時段，按 1 個時段計收；如需延長時間，應徵得本校同意，每時段不得超過 30 分鐘並加收逾時費用(加收原場地費用之 5 分之 1)。</p> <p>（五）超過 30 分鐘加計收 1 個時段，但以不影響下一時段之使用為原則。</p> <p>三、各場地座位數與面積如下：</p> <p>（一）大禮堂聽眾席座位數 1,025 個。</p> <p>（二）表演廳聽眾席座位數 205 個。</p> <p>（三）第一會議室聽眾席座位數 93 個。</p>					

- (四)第二會議室聽眾席座位66個。
- (五)第三會議室聽眾席座位141個。
- (六)多功能室聽眾席座位20~30個。
- (七)貴賓室聽眾席座位24個。
- (八)展示場面積150M²。
- (九)膺才廳聽眾席座位140個。
- (十)人良閣聽眾席座位36個。

四、相關規範：

(一)保證金：

1. 場地保證金大禮堂20,000元及膺才廳30,000元，其餘場地為10,000元。
2. 除校內單位外，大禮堂如需使用鋼琴，每時段使用鋼琴每台須另付使用費3,000元及保證金6,000元；表演廳如需使用鋼琴，每時段使用鋼琴每台須另付使用費2,000元及保證金3,000元。
3. 校內各單位或個人除按規定繳交費用外，總務處得視場地及活動屬性，免收保證金。

(二)保證金於活動結束後，經會同本校相關人員會勘復原無誤後(請依據活動中心設備借用登記表辦理)，無息退還。

(三)本校住宿生(含外籍生)申請人良閣，免收費用。

(四)校內學生社團舉辦之校內活動免收費用；惟申請核准後擬不使用，除天災或不可抗力之事由外，使用日7日曆天前未完成取消場地者，應按第五級收費。

(五)本項校內單位及學生社團須於活動中心擇一場地申請使用，核准後始可使用門廳。

五、場地採分下列五級收費，其說明如下：

- (一)一級收費：校外機關團體舉辦之各項活動。
- (二)二級收費：校外機關團體舉辦具公益性質之各項活動，及身心障礙團體舉辦之各項活動，惟以未售門票活動為限。
- (三)三級收費：校內各系所(單位)舉辦之校外活動。
- (四)四級收費：校內各系所(單位)舉辦之校內活動，或校內學生社團、學生自治組織與校外聯合舉辦之活動。
- (五)五級收費：校內學生社團、學生自治組織舉辦之收費活動。
- (六)全校性重大活動及校內學生社團舉辦之免費活動，免收各項費用。

附表 2

光復校區大禮堂場地收費標準表

單位：元/時段

場地名稱	場地使用費收費等級				
	一級收費	二級收費	三級收費	四級收費	五級收費
禮堂	25,000	20,000	15,000	10,000	5,000
大廳	2,500	2,000	1,500	1,000	500
B1 聯誼廳	1,000	8,000	6,000	4,000	2,000

說明：

一、管理單位：事務二組。

二、時段：依時段收費，每時段為 4 小時，包含演出、場佈、彩排及撤場時間，各時段規定如下：

(一)上午時段：以 8 時至 12 時為原則。

(二)下午時段：以 13 時至 17 時為原則。

(三)晚間時段：以 18 時至 22 時為原則。

(四)使用時間未達 1 個時段，按 1 個時段計收；如需延長時間，應徵得本校同意，每時段不得超過 30 分鐘並加收逾時費用(加收原場地費用之 5 分之 1)。

(五)超過 30 分鐘加計收 1 個時段，但以不影響下一時段之使用為原則。

(六)除特殊情況下，不受理校內大型考試前一日及當日使用之申請。

三、座位數：大禮堂樓下座位數 1030 個、樓上座位數 200 個，座位數共計 1230 個。

四、相關規範：

(一)保證金：一、二、三級禮堂 20,000 元、大廳 2,000 元、B1 聯誼廳 8,000 元，四、五級免保證金。

(二)保證金於活動結束後，經會同本校相關人員會勘復原無誤後(請依據大禮堂場地使用檢查表、舞台吊具及手拉桿操作注意事項辦理)，無息退還。

(三)使用大禮堂者，大廳不另收費，惟所辦活動應與大禮堂之申請單位及活動內容一致。

五、場地採分下列五級收費，其說明如下：

(一)一級收費：校外機關團體舉辦之各項活動。

(二)二級收費：校外機關團體舉辦具公益性質之各項活動，及身心障礙團體舉辦之各項活動，惟以未售門票活動為限。

(三)三級收費：校內各系所(單位)舉辦之校外活動。

(四)四級收費：校內各系所(單位)舉辦之校內活動，或校內學生社團、學

生自治組織與校外聯合舉辦之活動。

(五)五級收費：校內學生社團、學生自治組織舉辦之收費活動。

(六)全校性重大活動及校內學生社團舉辦之免費活動，免收各項費用。

附表 3

光復校區資訊館國際會議廳場地收費標準表

單位：元/時段

場地名稱	場 地 使 用 費 收 費 等 級				
	一級收費	二級收費	三級收費	四級收費	五級收費
國際會議廳	15,000	12,000	9,000	6,000	2,500

說明：

一、管理單位：事務二組。

二、時段：依時段收費，每時段為4小時，包含演出、場佈、彩排及撤場時間，各時段規定如下：

(一)上午時段：以8時至12時為原則。

(二)下午時段：以13時至17時為原則。

(三)晚間時段：以18時至22時為原則。

(四)使用時間未達1個時段，按1個時段計收；如需延長時間，應徵得本校同意，每時段不得超過30分鐘並加收逾時費用(加收原場地費用之5分之1)。

(五)超過30分鐘加計收1個時段，但以不影響下一時段之使用為原則。

(六)除特殊情況下，不受理校內大型考試前一日及當日使用之申請。

三、座位數：會議廳聽眾席座位數 224 個，主席座位數 9 個，座位數共計 233 個。

四、相關規範：

(一)保證金：一、二、三級場地保證金12,000元，四、五級免保證金。

(二)保證金於活動結束後，經會同本校相關人員會勘復原無誤後(請依據國際會議廳設備借用登記表辦理)，無息退還。

五、場地採分下列五級收費，其說明如下：

(一)一級收費：校外機關團體舉辦之各項活動。

(二)二級收費：校外機關團體舉辦具公益性質之各項活動，及身心障礙團體舉辦之各項活動，惟以未售門票活動為限。

(三)三級收費：校內各系所(單位)舉辦之校外活動。

(四)四級收費：校內各系所(單位)舉辦之校內活動，或校內學生社團、學生自治組織與校外聯合舉辦之活動。

(五)五級收費：校內學生社團、學生自治組織舉辦之收費活動。

(六)全校性重大活動免費及校內學生社團舉辦之免費活動，免收各項費用。

附表 4

博愛校區賢齊館場地收費標準表

單位：元/時段

場地名稱	場地使用費收費等級			
	一級收費	二級收費	三級收費	四級收費
國際會議廳	22,000	15,400	1,1000	6,600
子萌堂春耕軒	7,000	4,900	3,500	2,100
子萌堂夏耘軒	5,000	3,500	2,500	1,500
1F 交誼廊道 1	6,000	4,200	3,000	1,800
1F 交誼廊道 2	2,500	1,750	1,250	750
電物 63 講堂	4,000	2,800	2,000	1,200
舜文講堂	3,000	2,100	1,500	900
友訊廳	4,000	2,800	2,000	1,200
1F 交誼廳 1	6,000	4,200	3,000	1,800
1F 交誼廳 2	2,500	1,750	1,250	750
廚房	2,500	1,750	1,250	750
<p>說明：</p> <p>一、管理單位：營繕二組。</p> <p>二、時段：各場地使用費(含場地清潔費)，每日以3時段計，每時段為4小時，未滿4小時以1時段計，連續使用超過1時段，每增加1小時按4分之1時段之場地使用費計費，未滿1小時以1小時計，每日時段如下：</p> <p>(一)上午時段：以8時至12時。</p> <p>(二)下午時段：以13時至17時。</p> <p>(三)晚間時段：以17時至21時。</p> <p>三、各場地座位數與面積如下：</p> <p>(一)國際會議廳聽眾席座位數300個。</p> <p>(二)子萌堂春耕軒聽眾席座位數68個。</p> <p>(三)子萌堂夏耘軒聽眾席座位數84個。</p> <p>(四)1F交誼廊道1，面積712M²。</p>				

- (五)1F交誼廊道2，面積230M²。
- (六)電物63講堂聽眾席座位數52個。
- (七)舜文講堂聽眾席座位數活動式(最多54人)。
- (八)友訊廳聽眾席座位數活動式(最多70人)。
- (九)1F交誼廳1面積561M²。
- (十)1F交誼廳2面積109M²。
- (十一)廚房面積89M²。

四、相關規範：

於活動結束後，應會同本校相關人員會勘各場地及設備返還情形，若有損壞照價賠償。

五、場地採分下列四級收費，其說明如下：

- (一)一級收費：民間企業及工(商)會等團體。
- (二)二級收費：本校企業會員或財團法人單位辦理之未售門票活動。
- (三)三級收費：政府各機關團體、各級學校及民間公益性團體。
- (四)四級收費：本校各系所(單位)、社團、學生自治組織或與校外聯合舉辦之活動及校內教學或大型研討會課程，視參與人數出借場地(需大於座位數之80%)。
- (五)全校性重大活動免費。

附表 5

戶外公共區域使用收費標準表

單位：元/時段

項目 場地 費用	場地使用費收費等級	
	一級	二級
陽明校區		
守仁樓前廣場	10,000	500
傳統醫學大樓甲棟西側徒步區	10,000	500
博雅園區廣場	8,000	500
知行樓前徒步區	10,000	500
博雅園區烤肉區	3,000	500
光復校區		
大禮堂前廣場	5,000	500
工三館前廣場及草坪	6,000	500
浩然前廣場(含景觀大道)	8,000	500
資訊技術服務中心前樟樹林	4,000	500
工二館前草坪	6,000	500
綜合一館與工五館間草坪	8,000	500
資訊技術服務中心旁小木屋前廣場	4,000	500
西區烤肉區	4,000	250
西區草原區(含多功能活動區)	10,000	500
西區多功能活動區	2,000	250
竹湖週邊(含百竹園)	10,000	500
博愛校區		
四舍旁草坪	10,000	500
五舍旁草坪	10,000	500
賢齊館旁草坪	10,000	500
說明：		
一、管理單位：事務一組(陽明校區)、事務二組(光復校區及博愛校區)。		
二、時段：依時段收費，每時段為 4 小時，包含正式活動、場佈、彩排及撤場時間，各時段規定如下：		

- (一)上午時段：以8時至12時為原則。
- (二)下午時段：以13時至17時為原則。
- (三)晚間時段：以18時至22時為原則。
- (四)使用時間未達1個時段，按1個時段計收；如需延長時間，應徵得本校同意，每時段不得超過30分鐘並加收逾時費用(加收原場地費用之5分之1)。
- (五)超過30分鐘加計收1個時段，但以不影響下一時段之使用為原則。
- (六)除特殊情況下，不受理校內大型考試前一日及當日使用之申請。
- (七)烤肉區下午時段以12時至17時為原則，晚間時段以17時至22時為原則。

三、相關規範：

- (一)保證金：
 - 1. 校內單位：免保證金。
 - 2. 校外單位：每場地每次保證金6,000元。
- (二)佈置及彩排：於活動前一天或當日若無其他單位使用時，可供使用。
 - 1. 校內單位：免費。
 - 2. 校外單位：每場地每時段2,000元。
- (三)場地設施維護費：有舉辦園遊會、演唱會、搭棚架或舞臺設施之活動，以及行動車輛、餐車等，每場地每日2,500元。
- (四)清潔費：使用館舍周邊之場地，需收取鄰近館舍廁所之清潔費；惟仍請使用單位自行場復且攜離垃圾或租用垃圾子車。
 - 1. 校內單位：週一~週五8時至17時免收；其餘每時段為750元，惟全校性重大活動、校內教師教學研究，及校內學生社團、學生自治組織舉辦活動免收清潔費。
 - 2. 校外單位：8時至17時每時段1,500元；17時至22時每時段750元。
- (五)新人婚紗攝影無需申請(需自行維持清潔)，其餘拍攝須會辦秘書處對外事務組。
- (六)其他公共區域：以不外借為原則，若有需要須專簽，並比照前列各項之場地大小及設施酌收相關費用。

四、場地採分下列二級收費，其說明如下：

- (一)一級收費：校外機關團體舉辦之各項活動，及校內各系所(單位)、學生社團、學生自治組織與校外聯合舉辦之活動。
- (二)二級收費：校內各系所(單位)舉辦之活動。
- (三)全校性重大活動、校內教師教學研究，及校內學生社團、學生自治組織舉辦活動，及新人婚紗攝影免費。
- (四)具公益性質、身心障礙團體、對本校有實質利益之拍攝行為或認養該場地，得視其性質減半收費或免費，惟需事先提出，經專簽奉核

可後減免之。

(五)若因校方特殊需求設置之行動車輛、餐車等，經專簽奉核可後得予免費。

Guidelines for Managing the Use of Activity Venues

at National Yang Ming Chiao Tung University

Approved in the 1st General Affairs Meeting of the 111th Academic Year on Dec. 9, 2022

1. To effectively manage the use of and filming activities in the indoor and outdoor activity venues (hereinafter referred to as "the venues," "the venue," or "a venues") that belong to National Yang Ming Chiao Tung University (hereinafter referred to as "the University"), the Office of General Affairs has established these guidelines.
2. The University takes a stance of campus neutrality; all venues designated in these guidelines are exclusively intended for academic, cultural, performing arts, celebratory, assembly, and recreational activities. If the use of the venues is for political, religious, or commercial activities as well as relevant promotional events, it requires specialized applications and approval of the dean of general affairs.
3. The application process for using the venues is as follows:
 - (1) Applications are to be submitted online. The venues can be used after the applications are reviewed and approved. However, priority will be given to the units of the University (on-campus units).
 - (2) In case of a need to cancel a reserved venue, apart from cases of natural disasters or force majeure, cancellation should be made at least seven calendar days before the intended usage date to receive a full refund of the payment. Cancellation within seven calendar days will result in a refund of the deposit only. Applications for altering the usage plan shall be submitted at least 14 calendar days before the intended usage date. Late submissions will not be accepted.
4. The charges for using the venues are outlined as follows:
 - (1) The calculation standards for various charges and deposits for

using the venues are provided in the attached tables.

- (2) Significant university-wide events such as anniversary celebrations, graduation ceremonies, new student orientations, and university-level meetings are exempt from charges.
5. Applying units that are granted the use of the venues shall adhere to the "Suggested Program for Insuring Public Places or Various Activities for Adequate Liability Insurance Amounts" set forth by the Executive Yuan. When conducting activities, outsourcing operations, renting venues, or engaging in high-risk experiments within the venues, insurance coverage is necessary, with the coverage amount doubled according to the nature of the activities and the risk associated with the venues. Moreover, the applying units shall also take out a liability (including the employer's liability) insurance for the duration of the activities they hold. Depending on the nature of the activities, the University may request the applying units to provide the insurance policies for reference at least five calendar days before the usage date.
6. In case the University cannot provide the requested venue during the requested period due to any urgent need, the University may inform the applying unit that the unit shall change the usage time or requested venue at least 14 calendar days before the usage date. In instances where the total payment amount has increased or decreased due to such changes, the managing unit should notify the applying units to pay the outstanding amount or receive a refund of the fee difference. If any applying unit is unwilling or unable to make the changes, the University may cancel the original approval and fully refund the payment amount without interest.
7. Each division at the managing unit—Office of General Affairs—may establish additional management guidelines for each venue according to its specific characteristics.
8. Applying units using the venues shall adhere to the provisions of these guidelines and the guidelines for managing the venues. In the event of improper usage leading to equipment malfunction or damage to the venue, the applying unit is held responsible for

compensation.

9. The University reserves the right to immediately terminate the use of the venues covered by these guidelines under the circumstances listed below. Apart from seizing the deposit, the University may reject the application for using the venues from the same applying unit within a year:
 - (1) violation of government regulations and laws;
 - (2) discrepancies between the intended usage and actual activities;
 - (3) damage to the University's facilities and equipment during usage;
 - (4) behavior of participants that obstructs the smooth execution of official duties or compromises campus security and does not comply with the University's regulations;
 - (5) violation of these guidelines or the guidelines for managing the venues.

10. These guidelines are implemented upon approval of the Committee of General Affairs. The same procedure applies to any amendment to these guidelines.

Table 1

Table of Standard Charges for Using Indoor Activity Venues at Yangming Campus

Unit:

NTD/Period

Venue	Level of Charges for Venue Usage				
	Level 1 Charge	Level 2 Charge	Level 3 Charge	Level 4 Charge	Level 5 Charge
Grand Auditorium	25,000	20,000	15,000	2,500	1,250
Performance Hall	15,000	12,000	9,000	1,500	750
Conference Room 1 at Activity Center	10,000	8,000	6,000	1,000	500
Conference Room 2 at Activity Center	12,000	9,600	7,200	1,200	600
Conference Room 3 at Activity Center	11,000	8,800	6,600	1,100	550
Multipurpose Room at Activity Center	5,000	4,000	3,000	500	250
VIP Room at Activity Center	5,000	4,000	3,000	500	250
Exhibition Hall at Activity Center	1,500/stall (daily)	1,500/stall (daily)	1,500/stall (daily)	1,500/stall (daily)	1,500/stall (daily)
Ying-Cai Hall	42,000	33,600	25,200	4,200	2,100
Ren-Liang Room	5,000	4,000	3,000	500	250
Description:					
1. Managing Units: 1 st Division of General Affairs and 1 st Division of Property and Business Management (Ren-Liang Room)					
2. Periods: Fees are charged based on periods. Each period is 4 hours, including					

the duration of performances, stage setting, rehearsals, and dismantling stage setting. The periods are defined as follows:

- (1) Morning period: generally from 8 AM to 12 PM
- (2) Afternoon period: generally from 1 PM to 5 PM
- (3) Evening period: generally from 6 PM to 10 PM
- (4) If the usage time does not reach a full period, it will be charged as one full period. Any extension of time requires approval of the University and shall not exceed 30 minutes per period, with an additional fee charged for overtime (one fifth of the original charge for using the venue).
- (5) An additional period will be charged for exceeding 30 minutes, but it shall not interfere with the usage of the next period.

3. Seating Capacity and Area for Each Venue:

- (1) Grand Auditorium: 1,025 seats.
- (2) Performance Hall: 205 seats.
- (3) Conference Room 1: 93 seats.
- (4) Conference Room 2: 66 seats.
- (5) Conference Room 3: 141 seats.
- (6) Multipurpose Room: 20-30 seats.
- (7) VIP Room: 24 seats.
- (8) Exhibition Hall: 150 square meters.
- (9) Ying-Cai Hall: 140 seats.
- (10) Ren-Liang Room: 36 seats.

4. Related Regulations:

- (1) Security Deposit:
 - A. Security deposits are 20,000 NT dollars for the Grand Auditorium, 30,000 NT dollars for Ying-Cai Hall, and 10,000 NT dollars for other venues.
 - B. Except for on-campus units, an additional fee of 3,000 NT dollars per period and a security deposit of 6,000 NT dollars per piano are required for using pianos in the Grand Auditorium. For the Performance Hall, an additional fee of 2,000 NT dollars per period and a security deposit of 3,000 NT dollars per piano are required.
 - C. On-campus units or individuals may be exempted from paying the security deposit depending on the venue and nature of the activity as determined by the Office of General Affairs.
- (2) After the activity, the security deposit will be returned without interest if a joint inspection with relevant personnel from the University concludes that the venue is properly restored (please follow the Equipment Borrowing Registration Form to proceed with the inspection).
- (3) The University's students living in student dormitories on campus (including international students) applying for Ren-Liang Room are exempt from fees.

- (4) On-campus student clubs hosting on-campus events are exempt from fees. However, if an approved booking will not be utilized on the scheduled date and is not canceled within 7 calendar days before the scheduled date, except in cases of natural disasters or force majeure, a Level 5 charge will be charged.
- (5) On-campus units and student clubs must choose one venue at the Activity Center for application and may use the lobby area only after approval.

5. Charges for venue usage are classified into five levels; the description is as follows:

- (1) Level 1 Charge: Events organized by external organizations
- (2) Level 2 Charge: Non-profit events organized by external organizations, as well as events organized by disability groups, limited to events without ticket sales
- (3) Level 3 Charge: External events organized by the departments or units of the University
- (4) Level 4 Charge: On-campus events organized by the departments or units of the University, or events co-organized by on-campus student clubs, student self-governing organizations, and external parties.
- (5) Level 5 Charge: Fee-charging events organized by on-campus student clubs and student self-governing organizations.
- (6) Campus-wide major events and free events organized by on-campus student clubs are exempt from all fees.

Table 2

**Table of Standard Charges for Using Grand
Auditorium
at Guangfu Campus**

Unit:

NTD/Period

Venue	Level of Charges for Venue Usage				
	Level 1 Charge	Level 2 Charge	Level 3 Charge	Level 4 Charge	Level 5 Charge
Grand Auditorium	25,000	20,000	15,000	10,000	5,000
Main Hall	2,500	2,000	1,500	1,000	500
Lounge on B1	1,0000	8,000	6,000	4,000	2,000

Description:

1. Managing Units: 2nd Division of General Affairs
2. Periods: Fees are charged based on periods. Each period is 4 hours, including the duration of performances, stage setting, rehearsals, and dismantling stage setting. The periods are defined as follows:
 - (1) Morning period: generally from 8 AM to 12 PM
 - (2) Afternoon period: generally from 1 PM to 5 PM
 - (3) Evening period: generally from 6 PM to 10 PM
 - (4) If the usage time does not reach a full period, it will be charged as one full period. Any extension of time requires approval of the University and shall not exceed 30 minutes per period, with an additional fee charged for overtime (one fifth of the original charge for using the venue).
 - (5) An additional period will be charged for exceeding 30 minutes, but it shall not interfere with the usage of the next period.
 - (6) Applications for venue usage on the day before and the day of major on-campus exams will not be accepted, except in special circumstances.
3. Seating Capacity: The downstairs of the Grand Auditorium has 1,030 seats, and the upstairs of the Grand Auditorium has 200 seats, totaling 1,230 seats.
4. Related Regulations:
 - (1) Security Deposit: Usage of the Grand Auditorium for Levels One, Two, and

Three requires a deposit of 20,000 NT dollars, the Main Hall requires a deposit of 2,000 NT dollars, and the Lounge on B1 requires a deposit of 8,000 NT dollars. Levels Four and Five are exempt from a security deposit.

- (2) After the event, the security deposit will be refunded without interest if a joint inspection with relevant personnel from the University concludes that the venue is properly restored (please follow the Grand Auditorium Venue Usage Checklist and the Operation Guidelines for Stage Rigging and Manual Bars to proceed with the inspection).
- (3) Applying units using the Grand Auditorium will not be additionally charged for using the Main Hall, but the activities held shall be held by the applying units and shall align with the activity content specified in the applying units' applications.

5. Charges for venue usage are classified into five levels; the description is as follows:

- (1) Level 1 Charge: Events organized by external organizations
- (2) Level 2 Charge: Non-profit events organized by external organizations, as well as events organized by disability groups, limited to events without ticket sales
- (3) Level 3 Charge: External events organized by the departments or units of the University
- (4) Level 4 Charge: On-campus events organized by the departments or units of the University, or events co-organized by on-campus student clubs, student self-governing organizations, and external parties.
- (5) Level 5 Charge: Fee-charging events organized by on-campus student clubs and student self-governing organizations.
- (6) Campus-wide major events and free events organized by on-campus student clubs are exempt from all fees.

Table 3

**Table of Standard Charges for Using
International Conference Hall in Information Building
at Guangfu Campus**

Unit:

NTD/Period

Venue	Level of Charges for Venue Usage				
	Level 1 Charge	Level 2 Charge	Level 3 Charge	Level 4 Charge	Level 5 Charge
International Conference Hall	15,000	12,000	9,000	6,000	2,500
<p>Description:</p> <ol style="list-style-type: none"> 1. Managing Units: 2nd Division of General Affairs 2. Periods: Fees are charged based on periods. Each period is 4 hours, including the duration of performances, stage setting, rehearsals, and dismantling stage setting. The periods are defined as follows: <ol style="list-style-type: none"> (1) Morning period: generally from 8 AM to 12 PM (2) Afternoon period: generally from 1 PM to 5 PM (3) Evening period: generally from 6 PM to 10 PM (4) If the usage time does not reach a full period, it will be charged as one full period. Any extension of time requires approval of the University and shall not exceed 30 minutes per period, with an additional fee charged for overtime (one fifth of the original charge for using the venue). (5) An additional period will be charged for exceeding 30 minutes, but it shall not interfere with the usage of the next period. (6) Applications for usage on the day before and the day of major on-campus exams will not be accepted, except in special circumstances. 3. Seating Capacity: The conference hall has 224 seats for the audience and 9 seats for presiding chairs, totaling 233 seats. 4. Related Regulations: <ol style="list-style-type: none"> (1) Security Deposit: Usage of Levels One, Two, and Three requires a deposit of 					

12,000 NT dollars. Usage of Levels Four and Five is exempt from a security deposit.

- (2) After the event, the security deposit will be refunded without interest if a joint inspection with relevant personnel from the University concludes that the venue is properly recovered (please follow the Equipment Borrowing Registration Form for the International Conference Hall to proceed with the inspection).

5. Charges for venue usage are classified into five levels; the description is as follows:

- (1) Level 1 Charge: Events organized by external organizations
- (2) Level 2 Charge: Non-profit events organized by external organizations, as well as events organized by disability groups, limited to events without ticket sales
- (3) Level 3 Charge: External events organized by the departments or units of the University
- (4) Level 4 Charge: On-campus events organized by the departments or units of the University, or events co-organized by on-campus student clubs, student self-governing organizations, and external parties.
- (5) Level 5 Charge: Fee-charging events organized by on-campus student clubs and student self-governing organizations.
- (6) Campus-wide major events and free events organized by on-campus student clubs are exempt from all fees.

Table 4

**Table of Standard Charges for Using
Jan-Qi Biomedical Engineering Building
at Boai Campus**

Unit:

NTD/Period

Venue	Level of Charges for Venue Usage			
	Level 1 Charge	Level 2 Charge	Level 3 Charge	Level 4 Charge
International Conference Hall	22,000	15,400	1,1000	6,600
Chun-Geng Room in Zi-Meng Hall	7,000	4,900	3,500	2,100
Xia-Yun Room in Zi-Meng Hall	5,000	3,500	2,500	1,500
Lounge Lobby 1 on 1F	6,000	4,200	3,000	1,800
Lounge Lobby 2 on 1F	2,500	1,750	1,250	750
Lecture Hall 63, Department of Electrophysics	4,000	2,800	2,000	1,200
Shun-Wen Lecture Hall	3,000	2,100	1,500	900
You-Xun Halll	4,000	2,800	2,000	1,200
Lounge 1 on 1F	6,000	4,200	3,000	1,800
Lounge 2 on 1F	2,500	1,750	1,250	750
Kitchen	2,500	1,750	1,250	750

Description:

1. Managing Unit: 2nd Division of Construction and Maintenance
2. Periods: The charge for using each venue (including the venue cleaning fee) is calculated in three periods per day. Each period is four hours long, and if the usage is less than four hours, it is counted as one period. If consecutive usage exceeds one period, each additional hour is charged at one fourth of the venue usage fee for one period. If the usage is less than one hour, it is counted as one hour. The periods per day are defined as follows.
 - (1) Morning period: From 8 AM to 12 PM
 - (2) Afternoon period: From 1 PM to 5 PM
 - (3) Evening period: From 5 PM to 9 PM
3. The seating capacity and areas of each venue are as follows:
 - (1) International Conference Hall: 300 seats
 - (2) Chun-Geng Room in Zi-Meng Hall: 68 seats
 - (3) Xia-Yun Room in Zi-Meng Hall: 84 seats
 - (4) Lounge Lobby 1 on 1F: 712 square meters
 - (5) Lounge Lobby 2 on 1F: 230 square meters
 - (6) Lecture Hall 63, Department of Electrophysics: 52 seats
 - (7) Shun-Wen Lecture Hall: mobile seats (up to 54 people)
 - (8) You-Xun Hall: mobile seats (up to 70 people)
 - (9) Lounge 1 on 1F: 561 square meters
 - (10) Lounge 2 on 1F: 109 square meters
 - (11) Kitchen: 89 square meters
4. Relevant Regulations:

After the activity ends, a joint inspection with relevant personnel from the University shall be conducted to assess the condition of each venue and equipment and whether all equipment is returned. Any damages will be compensated according to the original prices.
5. Charges for venue usage are classified into four levels; the description is as follows:
 - (1) Level 1 Charge: Private enterprises and associations
 - (2) Level 2 Charge: Events organized by the University's corporate members or foundations without ticket sales

- (3) Level 3 Charge: Government agencies, various levels of schools, and non-profit organizations
- (4) Level 4 Charge: Events organized by the University's departments (units) and clubs, or events jointly organized by student self-governing organizations and external parties, as well as on-campus teaching or large seminar courses. A venue will be rented to the applying units hosting an event with an audience exceeding 80% of the seating capacity of the venue.
- (5) Campus-wide major events are exempt from charges.

Table 5

Table of Standard Charges for Using Outdoor Public Areas

Unit:

NTD/Period

Venue	Item	Level of Charges for Venue Usage	
		Level 1	Level 2
Yangming Campus			
	Square before Shou-Ren Building	10,000	500
	Pedestrian Zone West of Traditional Medicine Building A	10,000	500
	Square of Bo-Ya Park	8,000	500
	Pedestrian Zone before Zhi-Xing Building	10,000	500
	BBQ Zone of Bo-Ya Park	3,000	500
Guangfu Campus			
	Square before Grand Auditorium	5,000	500
	Square and Lawn before Engineering Building 3	6,000	500
	Square before Library and Information Center (including Scenic Boulevard)	8,000	500
	Forest of Camphor Trees before Information Technology Service Center	4,000	500
	Lawn before Engineering Building 2	6,000	500
	Lawn between Assembly Building 1 and Engineering Building 5	8,000	500
	Square beside Information Technology Service Center and before Shine Mood Waffle House	4,000	500
	West Side BBQ Zone	4,000	250

West Side Grass Zone (including Multipurpose Activity Area)	10,000	500
West Side Multipurpose Activity Area	2,000	250
Areas around Bamboo Lake (including Bai-Zhu Garden)	10,000	500
Boai Campus		
Lawn by Dormitory 4	10,000	500
Lawn by Dormitory 5	10,000	500
Lawn by Jan-Qi Biomedical Engineering Building	10,000	500

Description:

1. Managing Units: 1st Division of General Affairs (Yangming Campus) and 2nd Division of General Affairs (Guangfu and Boai Campuses)
2. Periods: Fees are charged based on periods. Each period is 4 hours, including the duration of performances, stage setting, rehearsals, and dismantling stage setting. The periods are defined as follows:
 - (1) Morning period: generally from 8 AM to 12 PM
 - (2) Afternoon period: generally from 1 PM to 5 PM
 - (3) Evening period: generally from 6 PM to 10 PM
 - (4) If the usage time does not reach a full period, it will be charged as one full period. Any extension of time requires approval of the University and shall not exceed 30 minutes per period, with an additional fee charged for overtime (one fifth of the original charge for using the venue).
 - (5) An additional period will be charged for exceeding 30 minutes, but it shall not interfere with the usage of the next period.
 - (6) Applications for venue usage on the day before and the day of major on-campus exams will not be accepted, except in special circumstances.
 - (7) For BBQ zones, the afternoon period is generally from 12 PM to 5 PM, and the evening period is generally from 5 PM to 10 PM.
3. Related Regulations:
 - (1) Security Deposit:
 - A. On-campus units: Exempt from a security deposit
 - B. External units: A security deposit of 6,000 NT dollars per venue per event
 - (2) Set-up and Rehearsals: Allowed on the day before or on the event day if no other unit is using the venue.
 - A. On-campus units: Free of charge
 - B. External units: 2,000 NT dollars per venue per period
 - (3) Venue Facilities Maintenance Fee: Applicable to events such as carnivals and concerts, events with installation of scaffolding or stage facilities, or events with mobile vehicles, food trucks, etc., at 2,500 NT dollars per venue per day.

- (4) Cleaning Fee: For venues around buildings, a cleaning fee for restrooms in nearby buildings will be charged. However, the unit using the venue is responsible for venue restoration, trash removal, or renting trash carts.
 - A. On-campus units are exempt from charges from 8 AM to 5 PM from Monday to Friday. For other periods, 750 NT dollars per period is applicable. Campus-wide major events, on-campus faculty teaching and research activities, and events organized by on-campus student clubs and student self-governing organizations are exempt from the cleaning fee.
 - B. External units are charged 1,500 NT dollars per period from 8 AM to 5 PM and 750 NT dollars per period from 5 PM to 10 PM.
- (5) Newlyweds' wedding photography does not require an application (the newlyweds are responsible for cleaning the photography venue), but all other photography activities need coordination with the Division of Public Relations at the Secretariat.
- (6) Other public areas are generally not available for lending. Special approval is required if the usage of other public areas is needed, and associated fees will be charged based on the venue's size and facilities according to the all charge standards mentioned above.

4. Charges for venue usage are classified into two levels, the description is as follows:

- (1) Level 1 Charge: Events organized by external organizations and events jointly organized by external parties and any of the University's departments (units), student clubs, and student self-governing organizations.
- (2) Level 1 Charge: Events organized by the University's departments (units).
- (3) Campus-wide major events, on-campus faculty teaching and research activities, events organized by on-campus student clubs, student self-governing organizations, and newlyweds' wedding photography are exempt from charges.
- (4) Acts of public benefit, disabled groups, photography activities benefiting the University, or adopting a venue may be eligible for reduced or waived charges, depending on their nature. However, prior requests from applicants and special approval from the University's authorities are required for such reductions or exemptions.
- (5) Mobile vehicles, food trucks, or similar setups for the University's special needs, upon special approval from the University's authorities, may be exempt from charges.