

National Taiwan Normal University
College of International Studies and Social Sciences
Administrative Guidelines Governing the Rental/Lending of the
Conference Hall Venue

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Article 1 Purpose

The Conference Hall of the National Taiwan Normal University (hereinafter referred to as NTNU or “the University”) College of International Studies and Social Sciences (hereinafter referred to as “the College”) serves as a venue for teaching, academic research and seminars, counseling, educational training, workshops, and arts and cultural exhibitions and events. The College has formulated these *Administrative Guidelines Governing the Rental/Borrowing of the Conference Hall Venue* (hereinafter referred to as “the Guidelines”) to govern matters concerning the rental or lending of space at the Conference Hall venue (hereinafter referred to as “the Venue”).

Organizations, units, or academic research projects applying to rent or borrow space at the Venue shall peruse the Guidelines and the attached Venue Rental/Lending Agreement and abide by the terms and conditions agreed upon by both parties.

Article 2 Rental and lending eligibility

Rental or lending of the Venue is limited to organizations and units (hereinafter referred to as “the Applicant”, “the Renting Party”, or “the Borrowing Party”). Individuals may not apply. Eligibility is extended to the following:

- I. **The College’s subordinate units**
- II. **NTNU units outside of the College**
- III. **Public sector agencies**
- IV. **Legally established public benefit corporations**
- V. **Other non-governmental organizations**

Article 3 Principles

- I. **Duration:**

The minimum duration for the rental or lending of the Venue is one hour. Periods of less than one hour will be charged as one hour. Please reserve time for pre-event preparation and post-event restoration when applying to rent or borrow the Venue.
- II. **Available time slots:**

The available time slots for renting/borrowing the Venue:

 - (I) 8:00 AM to 9:00 PM, Monday-Sunday

- (II) The Venue is not available for use on New Year's Day, the Lunar New Year, Tomb-Sweeping Day, the Dragon Boat Festival, the Ghost Festival, or the Mid-Autumn Festival.
- (III) The Venue is not available for use during annual renovations.
- III. The Venue may only be rented/borrowed for the following uses:
 - (I) Academic seminars (including focus groups) and workshops
 - (II) Educational activities
 - (III) Educational training or workshop events
 - (IV) Group counseling activities
 - (V) Administrative meetings
 - (VI) Audiovisual, arts, or cultural exhibitions/events
 - (VII) Receptions of foreign guests for academic purposes
 - (VIII) Press conferences for academic or public welfare purposes
 The Venue may not be rented/borrowed for any use not listed above.

Article 4 Application process

- I. Application deadline:
Inquiries should be made at least **30 days** prior to the event being applied for. Within **three days** after receipt of an inquiry, the College will offer a quote and provide a Venue Rental/Lending Agreement. If the Applicant finds the quote acceptable, they may submit an official application at least **14 days** prior to the event. Please visit the College's website and check the booking status of the Venue before submitting an application.
- II. Booking availability for individual rental/lending:
Applications to rent or borrow the Venue can be made up to **two months** in advance of the desired rental date.
- III. Booking availability for long-term rentals/lending:
 - (I) Applications for venue rentals of **50 hours** or more within **six months** can be made up to six months in advance if paid up-front and in full.
 - (II) Advance applications are not available to borrowers of the Venue.
- IV. Application document: Please fill out one copy of the **Venue Rental/Lending Agreement** in the format stipulated by the College.
- V. Application submission: The College accepts submissions via fax, email, postal mail, or in person.

Article 5 Please refer to the attachment to the Venue Rental/Lending Agreement for details regarding space and equipment at the Venue.

Article 6 Fee calculation for individual rentals/lending

Individual rentals of the Venue will be charged a **total rental fee** equal to the **basic hourly fee** times the **multiplier** times the **number of hours booked**.

- I. Basic hourly fee:
 - (I) Conference Hall: NT\$**2,000**
- II. Multiplier:
 - (I) The multiplier is calculated as the sum of points received in the

following categories: (1) applicant status, (2) paid or free event, (3) food and beverage availability, (4) primary event participants, (5) conference equipment, (6) time slot interval, and (7) garbage disposal:

(1) Applicant status (select one)	Points
A. The College's subordinate units	0.10
B. NTNU university-level units outside of the College	0.20
C. NTNU college-level units outside of the College	0.30
D. NTNU department- or institute-level units outside of the College	0.40
E. Public sector agencies	1.00
F. Legally established public benefit corporations	0.75
G. Other non-governmental organizations	1.00

(2) Paid or free event (select one)	Points
A. Paid	0.50
B. Free	0.00

(3) Food and beverage availability (select one)	Points
A. Food and beverages available: lunchboxes and/or snacks	0.10
B. Food and beverages available: banquet	0.25
C. Food and beverages not available	0.00

(4) Primary event participants (select one)	Points
A. NTNU faculty members, staff, and/or students	0.00
B. Off-campus individuals	0.25

(5) Conference hall equipment (select all that apply)	Points
A. Conference equipment: wireless microphones, projector system, conference room sound system, lighting, desks and chairs, etc.	0.00
B. Theater sound system	0.30
C. High-quality video and audio recording system (focus group system)	0.50
D. Air conditioning	0.10
E. Protective coverings for banquet tables	0.10
F. Electricity fee for additional electrical devices in the conference hall or light corridor	(negotiable)

(6) Time slot interval (select all that apply)	Points
A. Business days 08:00-12:00	0.10
B. Business days 14:00-17:00	0.10
C. Noon 12:00-14:00	0.25

D. Evenings 17:00-22:00, national holidays, weekends, winter and summer breaks	0.50
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(7) Garbage disposal (select one)	Points
A. Disposal of trash (e.g., lunchboxes) by the College	0.25
B. Disposal of bulky refuse (e.g., printed literature and trash left over from a banquet) by the College	1.00
C. Disposal by the applicant	0.00

(II) Overtime charges:

1. Overtime use of the Venue is charged by the hour, with periods of less than one hour charged as one hour. For every hour of overtime, a renting party shall pay an additional overtime fee equal to **1.5 times** the total rental fee (or the “discounted total rental fee” in the following paragraph) charged at booking, and a borrowing party shall pay the **full amount** of the total rental fee that would be charged to a renting party (non-governmental organization).
2. Any overtime fee shall be paid in full on the day of the event.
3. If the overtime use affects the renting/borrowing party that has booked the following time slot, the College may request the immediate cessation of any ongoing activity and bar the violating party from renting/borrowing the Venue for a period of six months after the violation occurs. If deemed necessary, the booked time slots of the violating party may also be revoked.

Fee calculation for long-term rentals

- I. A renting party who books the Venue for **50 hours** or more up to **six months** in advance and who pays up-front and in full is eligible for a **20%** discount on the total rental fee charged.
- II. A renting party who books the Venue for **100 hours** or more up to **six months** in advance and who pays up-front and in full is eligible for a **40%** discount on the total rental fee charged.
- III. A renting party who books the Venue for **150 hours** or more up to **six months** in advance and who pays up-front and in full is eligible for a **50%** discount on the total rental fee charged (referred to as the “discounted total rental fee”).

Article 7 Review of rental/lending applications

For rental/lending applications that meet the eligibility requirements stipulated in Article 2 of the Guidelines, the dean of the College shall review the application’s booked time slot and charges within **5 days** after receipt of the application (or 9 days prior to the event being applied for) and notify the Applicant within **2 days** after approval.

Article 8 Changes

Renters/borrowers that must cancel or reschedule due to unforeseen events or force majeure shall receive a refund or compensation in accordance with the following principles.

- I. General principles for venue rental and lending:

In the event of a force majeure natural disaster (e.g., earthquake) or if the Central Weather Bureau issues a typhoon land warning for the regions of Yilan, Taipei, Taoyuan, Hsinchu, or Miaoli, the College or the Applicant may suspend the rental/lending application for all time slots. Time slots that have already been booked will remain as such but may be rescheduled depending on the Applicant and the status of the event. If a Renting Party chooses not to reschedule, the total rental fee (or discounted total rental fee) charged may be refunded in full without interest.
- II. Renting parties: If a rental must be canceled or rescheduled due to reasons that do not meet the criteria set forth in Subparagraph 1, the following rules shall be observed.
 - (I) If a cancellation or rescheduling is requested at least **14 days prior** to the day of the event, the total rental fee (or discounted total rental fee) may be refunded to the canceling party in full and without interest. The rescheduling party will not be required to pay any additional charges; however, they may not reschedule to a date that is already booked.
 - (II) If a cancellation is requested **within 14 days** prior to the day of the event or less, only **80%** of the total rental fee (or discounted total rental fee) may be refunded to the canceling party without interest. The rescheduling party will be charged an additional rescheduling fee equal to **20%** of the total rental fee (or discounted total rental fee).
- III. Borrowing parties: If an event must be canceled or rescheduled due to reasons that do not meet the criteria set forth in Subparagraph 1, an additional payment of **20%** of the total (non-governmental organization) rental fee will be charged to the borrowing party no matter when the request is made.

Article 9 Payment deadlines and methods

- I. Payment deadline for rental fees:

Rental applicants who have received the College's approval for their Venue Rental/Lending Agreement shall, after receipt of notification, complete payment within the stipulated deadline (**3 days before the day of the event** at the latest) in order for the Venue Rental/Lending Agreement to be executed. The College may revoke the booked time slots of applicants who fail to complete their payment after the deadline and allocate the time slots to those on the waiting list without further notice.
- II. Payment deadline for compensation or fines:

Applicants shall, after receipt of notification, complete the payment of any fines or compensation agreed upon with NTNU and the College by the stipulated deadline (generally **30 days after receipt of notification**). The College reserves the right to exercise the Venue Rental/Lending Agreement and take legal action to demand payment

from applicants who fail to complete payment by the deadline, as well as cancel all subsequent time slots that the applicant has booked.

Payment deadline for compensation or fines

III. Payment deadline for overtime fees: To be paid in full on the day of the event.

IV. Payment methods:

(I) NTNU units shall complete payment via internal funds transfer.

(II) Non-NTNU units shall complete payment via either of the two following methods:

1. **Payment via remittance** (ATM transfer not accepted):

(1) Account name: National Taiwan Normal University Endowment Fund Account

(2) Bank name: CTBC Bank

(3) Account no.: 107540107861

(4) Please specify “Conference Hall Rental, College of International Studies and Social Sciences” as well as the booked time slot and the full name of the applying unit in the “Note” section of the remittance form and fax it to the College Office

(5) The applying unit is responsible for paying the remittance transaction fee.

2. **Paid in cash or with on-demand check** (payee: National Taiwan Normal University)

V. Payment currency: Payment shall be made in TWD.

Article 10 Refunds

I. In the event of a refund, the College shall notify the applying unit **within 14 days** and complete the refund via the same payment method that the applying unit used.

II. Refunds will be completed in TWD without interest.

Article 11 Support services

The College only provides renting and borrowing parties with a list of legally established catering service providers, simultaneous interpretation service providers, and other conference service providers based near the campus. Agency services are not provided.

Article 12 Venue and equipment handover and return

For the handover and return of the Venue and its equipment, both parties shall check against the checklist in the Venue Rental/Lending Agreement to ensure that everything is in order.

Article 13 General terms of use, fine/compensation terms, disclaimer clauses

I. Prohibited activities and fines/compensation

(I) Religious or political activities

(II) Activities that are in violation of applicable government laws and regulations, detrimental to good morals, or involve unjust enrichment.

(III) Activities different from those approved in the submitted

application or in violation of the campus code of conduct, or subletting the Venue to a third party

- (IV) Use of any chemical substances or smoke- or fog-generating substances or devices
- (V) Commercial activities
- (VI) Other activities that cause concern for public safety

If any of the above-listed prohibited activities are carried out, the College may directly revoke the rental/lending of the Conference Hall. In such cases, the rental fee will not be refunded to the renting party, and borrowing parties shall pay the **full amount** of the total rental fee that would be charged to a renting party (non-governmental organization) as well as compensation for any damage to software and hardware equipment.

II. Special rules regarding compensation for the consumption of food and beverages

- (I) Food and beverages are allowed; however, cooking or heating food with any form of open flame or electrical heating device is prohibited.
- (II) Foods listed in the Venue Rental/Lending Agreement are prohibited.
- (III) A protective covering (of any material; prepared by the renting/borrowing party or rented from the College) with a width of 50 cm or more shall be placed on the floor around banquet tables and drink stations.
- (IV) Consumption of alcohol, betelnut, and/or chewing gum is prohibited.
- (V) Please follow the instructions on the water dispensers when using them. In order to conserve energy and reduce carbon emissions, no disposable cups or drinking containers will be provided. Renting and borrowing parties shall prepare their own containers.

Compensation for any damage to software or hardware equipment from spilled food or beverages shall be assessed at the original price of the equipment.

III. Other restrictions and compensation

- (I) Renting and borrowing parties outside of the College are prohibited from using software and hardware equipment labeled "Only for use by the College of International Studies and Social Sciences."
- (II) Venue equipment may not be moved to other venues or locations without permission.
- (III) Installation of illegal software on the computers in the Conference Hall is prohibited. The College is not responsible for any event-related data stored on the computers and may delete them after the event in question concludes.
- (IV) Additional electrical appliances and power sources may not be installed without permission. Any computers and electronic devices brought by event participants are considered additional electrical appliances and may not be plugged into any power sources without being applied for and approved.

- (V) Smoking is prohibited at all College venues.
- (VI) Only display stands, free-standing sign holders, and promotional flags may be used. Promotional materials may not be attached to the walls or any software and hardware equipment via adhesives, stapling, hooks, and/or drilling.
- (VII) Free-standing flower baskets and wreaths may not be placed in the Venue.
- (VIII) When passing through the College campus, please follow the predetermined route and keep noise to a minimum. Renting parties who violate this rule and who fail to comply with the College's request for improvement will be fined (in addition to any compensation for damage to software and hardware equipment) 20% of the (discounted) total rental fee; for borrowing parties, 20% of the total rental fee that would be charged to a renting party (non-governmental organization) will be charged.

IV. Disclaimer clauses

- (I) Renting and borrowing parties shall bear all legal liability if there are any violations of the laws and regulations of Taiwan and/or the rights of others at their event.
- (II) The College is not responsible for the safekeeping of the personal belongings and event documents of applying units and event participants.

Article 14 The Venue Rental/Lending Agreement as stated in these Regulations shall be in compliance with the provisions herein and may be amended and approved by the dean of the College.

Matters related to fines and compensation addressed herein shall be submitted to the President for approval prior to implementation.

Matters not addressed herein may be otherwise stipulated in the Venue Rental/Lending Agreement under special clauses, which will take effect upon approval by the President.

Article 15 Matters not addressed herein shall be subject to the applicable NTNU regulations.

Article 16 These Regulations shall take effect after being passed at the College General Meeting of the NTNU College of International Studies and Social Sciences and approved by the NTNU Endowment Fund Management Committee. The same applies to all subsequent amendments.