

COLLEGE OF SCIENCE CONFERENCE HALL RENTAL PROCESS

Year 97 Month 11 Day 10 (**equivalent to** November 10th, 2008) Amended and approved by the College Affairs Council

Year 99 Month 10 Day 19 (**equivalent to** October 19th, 2010) Amended and approved at the first meeting of the College Affairs Council

Year 100 Month 3 Day 22 (**equivalent to** March 22nd, 2011) Amended by the Executive Board Meeting

Year 100 Month 4 Day 7 (**equivalent to** April 7th, 2011) Amended by the College Affairs Council

Year 101 Month 7 Day 13 (**equivalent to** July 13th, 2012) Amended by the College Affairs Council (draft)

1. This procedure has been specially formulated so as to make full use of the Conference Hall (hereinafter called “The Hall”) and to improve its management.
2. The Hall will be provided in principle for the following uses and as per order of priority:
 - (a) International conferences or large-scale academic conferences organized by the departments of the College of Science (application must be made two months prior to event)
 - (b) Regular lectures (including book discussions) by the departments of the College of Science. (application must be filed one month before classes start)
 - (c) Classes organized by the departments of the College of Science, that cannot be accommodated in a normal classroom. (application must be filed one month before classes start)
 - (d) Activities organized by each department of the College of Science. (application must be made two months before)
 - (e) Large-scale conferences or academic activities organized by other units on the campus. (application must be made one month before)
 - (f) Application by the Alumni Association of the College of Science to host non-profit activities
 - (g) Symposiums organized by off-campus academic groups. Please attach plan or brochure for College Dean’s approval. (application must be filed two months prior to event).
 - (h) Activities organized by the University’s student groups (including the College’s and all other departments’). Please attach plan or brochure for College Dean’s approval. (application must be made one month before)
 - (i) Any activity organized by off-campus groups approved by the College Dean.
3. Rental of space is in principle, to be used during working hours: but in case of the contrary, the applicant may need to consult with the Administrator before applying.
4. To rent The Hall, just fill in the application form in the prescribed time. Having received the approval of the College of Science, complete the registration and

make payment before use. In the event two or more applications are made simultaneously, the priority will be given to activities, as described in Article 2. And in case, the activities are both similar, then rental will be decided on first come, first served basis.

5. After consenting and if the College of Science urgently needs The Hall back, then it will notify the applicant for a rescheduled time. Upon cancellation, the application fee will be refunded, without interest.
6. In line with Article 2, temporary use or rental without reservation by activity organizers, an application must at least be made 24 hours before. The applying unit fills in the form, have it approved by a supervisor and submits it to the College of Science. If the Dean gives his consent, then the space can be used.
7. While the space is registered for use, the applicant must, however, coordinate with the original unit to let out and issue a written notice to that effect.
8. Applicants who rent for regular lectures and courses, send one or two members to learn how to use the equipment provided, in order to avoid any damage due to improper operation.
9. Equipment borrowed requires personal documents as security and the borrower is responsible for all liabilities.
10. Rental of The Hall to in and off-campus students groups cannot exceed a total of seven days per month (including for layout and rehearsals). Daily limit use: from 8.00 am to 10.00 pm.
11. To rent The Hall, except for those mentioned in Article 2 (a), (b), and (c), a mandatory deposit (or guarantee) and a venue maintenance fee are required, as per table below:

	Applicants as mentioned in Article 2 (d)		Applicants as mentioned in Article 2 (e) and (f)		Applicants as mentioned in Article 2 (g) and (i)		Applicants as mentioned in Article 2 (h). Departments of the College of Science are entitled to a 30% discount	
Venue	SB 210 Hall	Tzu Hsuan Hall	SB 210 Hall	Tzu Hsuan Hall	SB 210 Hall	Tzu Hsuan Hall	SB 210 Hall	Tzu Hsuan Hall

Venue	Hourly			NT\$	NT\$	NT\$	NT\$	NT\$	NT\$ 1000
Maintenance				500	1000	800	1300	500	
Fee	Daily			NT\$	NT\$	NT\$	NT\$	NT\$	NT\$10,000
				5,000	10,000	8,000	15,000	5,000	
Deposit	Unit:	Unit:	Nil						
	NT\$	NT\$							
	2000	3000							
	daily	daily							
Guarantee	Nil		NT\$20,000						

✘ Due to tariff hike and the high power consumption of a large air-conditioned conference hall, the maintenance fee will be billed by the hour.

✘ If more than eight hours, then the maintenance fee will be billed by the day.

*** If owing to natural disasters, the venue has not been used, the full maintenance fee will be refunded.**

12. Before taking over The Hall and without the consent of the Management staff, no one should start using the indoor equipment. The staff should be informed of any intention to add electrical fittings at the time of application, so as to ensure safety.
13. It is forbidden to smoke or to bring food or drinks in The Hall. Violation of the above provisions will entail forfeiture of the deposit (or guarantee). Undisciplined applicants will have their rights to rent cancelled.
14. When renting The Hall, attention should be given to the various equipment. If there is any damage, the applying unit will be held liable. Repair charges will be deducted from the deposit. If insufficient, a request for compensation will be filed. If additional arrangement is needed, it should be mentioned on the application form. After use, the venue should be restituted to its original setup. In case of more than three breaches, the College of Science reserves the right not to rent anymore.
15. Borrowed equipment should be returned on time. Deposit (or guarantee) may be forfeited in case of late return. If advice is not taken seriously by repeat offenders, The College of Science may refuse to rent same in the future. Payment will be billed as "Site Use Fee" on receipt.
16. The College (or Management Unit) collects only deposits. For venue maintenance fees, please fill in a separate "NCTU payment requisition". After having confirmed by The College, please proceed to The Cashier's Office for payment. Send a photocopy of the payment receipt to The College for records.
17. For those applying for a refund of the "Venue Maintenance Fee", please fill in the Venue Rental and Refund Form, plus attach the original receipt, for processing.
18. These procedures thereof shall be implemented after the approval by The College of Science Affairs Council. The same procedure will be repeated for each revision.