

國立清華大學風雲樓三樓國際學生活動中心使用及管理規範
National Tsing Hua University Directions for Use and Management of the
International Student Activity Center (ISAC) on the 3rd Floor of the Feng Yun
Building

中英法規對照表(20220128)

中文	英文
一、為有效使用與管理本校風雲樓三樓國際學生活動中心（以下簡稱本場地），本規範依「國立清華大學課外活動組列管場地管理要點」第四點訂定。	Article 1 These Directions are enacted in accordance with Article 4 of the Guidelines for Management of Venues Controlled by the National Tsing Hua University Division of Student Activities to ensure effective use and management of the International Student Activity Center ("the ISAC") on the 3rd floor of the Feng Yun Building at National Tsing Hua University (NTHU).
二、本場地為收費場地，收費標準以「國立清華大學風雲樓三樓國際學生活動中心收費標準」另訂之。	Article 2 The ISAC is a venue for hire. The fee schedule for use of the ISAC is given in the National Tsing Hua University Fee Schedule for the International Student Activity Center (ISAC) on the 3rd Floor of the Feng Yun Building.
三、本場地借用時段分為上午（8時至12時）、下午（13時30分至17時30分）、晚上（18時至22時）等三個時段，除設備費及保證金以 矣 日計算 外 ，場地使用基本費及空調費以時段計算， <u>校外單位須另繳納保證金，校內借用則免收保證金。</u>	Article 3 There are three time periods during which the ISAC can be reserved, which are the morning period, 08:00 to 12:00; the afternoon period, 13:30 to 17:30; and the evening period, 18:00 to 22:00. Aside from the required equipment rental, which are charged per day , the base charge and the air conditioning fee are charged according to the length of time for which the ISAC is hired. The deposit should be paid by non- NTHU institutions or organizations. NTHU institutions are exempted from paying deposits.
四、申請借用本場地，應於借用日期二週前填具「國立清華大學風雲樓三樓國際學生活動中心借用申請表」向課外活動組（以下簡稱 <u>課外組</u> ）提出申請。	Article 4 Those wishing to reserve the ISAC must complete the Application Form for Use of the National Tsing Hua University International Student Activity Center (ISAC) on the 3rd Floor of the Feng Yun Building and submit it to the Division of Student Activities (DSA) at least two weeks prior to the date of

	reservation.
五、申請借用本場地經審核通過後，應憑場地借用申請單與場地費收據向 <u>課外</u> 組領取本場地鑰匙。	Article 5 After an application for use of the ISAC has been reviewed and approved by the DSA, the applicant must present the application form and the fee payment receipt to obtain the key from the DSA.
六、借用單位應於活動結束後次日（若為假日則順延至次一上班日）上午 10 時前，歸還場地、鑰匙及所借用設備，並經 <u>課外</u> 組確認使用設備、場地無損壞情形且恢復原狀後，始完成歸還程序，若未依時限歸還， <u>課外</u> 組得施以愛校服務 10 小時。	Article 6 After the activity ends, the applicant must return the ISAC, the key, and all rented equipment before 10:00 a.m. on the following day (or on weekends, by the next working day). The DSA must verify that the equipment and the ISAC are undamaged and have been restored to their original condition before the handover process is deemed complete. If the return of the venue has not been completed by this deadline, the DSA may impose 10 hours of school service work.
七、申請借用負責人應負場地及所有物品之安全、整潔、損害賠償及恢復原狀之責任。活動結束後應將所有廢棄物與垃圾清理及運走，並將場地恢復原狀。	Article 7 The person responsible for making the reservation must be responsible for the safety and the cleanliness and order of the venue, as well as compensation for any damage and restoration of the ISAC to its original condition. At the conclusion of the activity, all trash needs to be cleaned up and removed from the ISAC and the venue restored to its original condition.
八、申請借用一經核定，不得私自轉讓或變更活動內容；活動內容或時間如欲變更，應另案提出申請，不得逕自調換。凡經發現不符， <u>課外</u> 組得立即停止借用單位之場地使用權，並禁止其申請借用本場地一年。	Article 8 Once the application has been approved, the applicant may not make any private, unauthorized transfer of the venue or alteration to the proposed activity. A separate application must be submitted in order to make any change in the proposed activity or time, and no unauthorized change is allowed. In the event any violation of these terms is discovered, the DSA may immediately suspend the applicant's right to use the venue and may prohibit any further application to use the venue for a period of one year.
九、申請借用時間如遇人力不可抗拒之因素，得提出延期或退費之要	Article 9 If a force majeure event occurs during

<p>求，但<u>課外組</u>不負任何賠償責任。</p>	<p>the period for which application was made, the applicant may make a request to reschedule the event or receive a refund, provided that the DSA bears no liability for payment of damages.</p>
<p>十、本規則經課外組會議通過，學務長核定後實施，修訂時亦同。</p>	<p>Article 10 These Directions, and any amendments to them, will be implemented after passage by a meeting of the DSA and approval by the Vice President for Student Affairs.</p>