

國立清華大學蒙民偉樓學生活動中心 102 演講廳使用及管理規範
National Tsing Hua University Directions for the Use and Management of
Lecture Hall 102 at the Student Activity Center, Mong Man-Wai Building
(20220128)

Article 1

The 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 Lecture Hall 102 ("the Lecture Hall") at the Student Activity Center, Mong Man-Wai Building, on the main campus of National Tsing Hua University (NTHU).

Article 2

The Lecture Hall is a venue for hire. Fee schedules for its use are given separately in the National Tsing Hua University Fee Schedule for Lecture Hall 102 at the Student Activity Center, Mong Man-Wai Building.

Article 3

There are three time periods during which the Lecture Hall can be reserved, which are during the morning, from 08:00 to 12:00; the afternoon, from 13:30 to 17:30; and the evening, from 18:00 to 22:00. In addition to the required deposit and equipment rentals, which are charged **per day**, a base charge and an air conditioning fee will be charged according to the length of time for which the Lecture Hall is hired. **The extra deposit should be paid by non- NTHU institutions or organizations. NTHU institutions are exempted from paying deposits.**

Article 4

Those wishing to reserve the Lecture Hall must complete the Application Form for Use of Lecture Hall 102 at the Student Activity Center, Mong Man-Wai Building and submit it to the Division of Student Activities (DSA) at least two weeks prior to the date of reservation.

Article 5

After an application for use of the Lecture Hall 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.

Article 6

After the activity ends, the applicant must return the key of the Lecture Hall, 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 Lecture Hall 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 the deadline, the DSA may impose 10 hours of school service work.

Article 7

No food or beverages may be brought into the Lecture Hall.

Article 8

The person responsible for making the reservation must be responsible for the security, cleanliness, and order of the venue, as well as compensation for any damage and restoration of the Lecture Hall to its original condition. At the conclusion of the activity, all refuse must be cleaned up and removed from the Lecture Hall and the venue restored to its original condition.

Article 9

Once the application has been approved, the applicant may not make any private, unauthorized transfer of the venue or any 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 in addition may prohibit any further application to use the Lecture Hall for a period of one year.

Article 10

If a force majeure event occurs during the period for which application was made, the applicant may make a request to reschedule the event or to receive a refund, provided that the DSA bears no liability for payment of damages.

Article 11

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.