

國立清華大學課外活動組列管場地管理要點
Guidelines for Management of Venues Controlled by the National Tsing Hua
University Division of Student Activities
中英法規對照表(20220127 確認)

中文	英文
一、依「國立清華大學學生社團活動輔導辦法」第二十條規定，為有效管理課外組列管場地（以下簡稱本場地），特訂定本要點。	Article 1 These Guidelines are adopted pursuant to Article 20 of the National Tsing Hua University Regulations of for the Supervision of Student Club Activities, for the effective management of venues controlled by the Division of Student Activities (DSA) (below, "the DSA managed venues").
二、本場地範圍如下： (一)校本部：水木演展廳、蒙民偉樓(學生活動中心)各場地、野台、成功湖畔各場地、風三國際學生活動中心、清齋地下室、 守德紀念岩場 。 (二)南大校區： 綜合教學大樓大廳、大廳前階梯、展示區及凹洞廣場 ；學生第一活動中心前階梯、傻瓜樹下、KTV室、B1 舞蹈教室；學生第二活動中心學生餐廳前廣場。	Article 2 The DSA managed venues are as follows: (1) Main campus: The Shui Mu Student Center Exhibition Hall; all venues at the Mong Man Wai Building (Student Activity Center); the outdoor deck at the food court; all venues on the shore of Cheng-Kung Lake; the International Student Activity Center (ISAC) on the 3rd Floor of the Feng Yun Building; the basement of the Dorm Tsing; and the Shou De Memorial Rock Climbing Arena . (2) Nanda campus: The square and stairs in front of the First Student Activity Center; the space beneath the Sha Gua tree, the Visual Audio Room (KTV room) and the dancing room at the first basement floor; and the square in front of the Second Student Activity Center (outside the student's cafeteria).
三、本場地係以本校學生社團從事課外組核准辦理之活動優先使用，課外組有審核是否同意借用及優先使用之權力。	Article 3 Priority in use of the DSA managed venues is reserved for NTHU student clubs whose applications have been approved by the DSA. The DSA retains the right to approve or deny applications and has first priority in using these venues.
四、以下場地使用及管理規定另訂之： (一)風三國際學生活動中心管理規定請參見「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」。	Article 4 Separate regulations are adopted to govern use and management of the following DSA managed venues: (1) The International Student Activity Center (ISAC) on the 3rd Floor of the Feng Yun Building is subject to the National Tsing Hua University Directions for Use and Management of the International Student Activity Center

<p>(二)蒙民偉樓學生活動中心 102 演講廳管理規定請參見「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」。</p> <p>(三)南大校區學生第二活動中心學生餐廳外管理規定請參見「國立清華大學南大校區第二學生活動中心學生餐廳前廣場使用及管理規範」。</p> <p>(四)守德紀念岩場管理規定請參見「國立清華大學守德紀念岩場使用及管理規範」。</p>	<p>(ISAC) on the 3rd Floor of the Feng Yun Building.</p> <p>(2) Lecture Hall 102 at Student Activity Center, Mong Man-Wai Building is subject to the National Tsing Hua University Directions for the Use and Management of Lecture Hall 102 at the Student Activity Center, Mong Man-Wai Building.</p> <p>(3) The square at the first floor of the Second Student Activity Center is subject to the National Tsing Hua University Directions for Use and Management of the Square Fronting the Second Student Cafeteria at Nanda Campus.</p> <p>(4) The Shou De Memorial Rock Climbing Arena is subject to the National Tsing Hua University Directions for the Use and Management of the Shou De Memorial Rock Climbing Arena.</p>
<p>五、本場地分四級收費，各級收費標準，請參見「國立清華大學活動場地使用收費一覽表」。社團於暑期辦理收費性質之營隊，則依「蒙民偉樓學生活動中心辦理寒暑期營隊收費標準」之規定辦理。風三國際學生活動中心、水木演展廳與蒙民偉樓學生活動中心102演講廳之收費標準，請參見「國立清華大學風雲樓三樓國際學生活動中心收費標準」、「國立清華大學水木演展廳收費標準」與「國立清華大學蒙民偉樓學生活動中心102演講廳收費標準」。</p>	<p>Article 5</p> <p>Fee rates for use of the DSA managed venues are divided into four tiers; for schedules of fee rates in each tier, please refer to the Fee Schedule of Venues Managed by the Student Activities Division at National Tsing Hua University. For fee rates at venues for winter or summer camps held by student clubs, please refer to Fee Schedule for Winter or Summer Camps at the National Tsing Hua University Mong Man Wai Building Student Activity Center. For fee schedules for the International Student Activity Center (ISAC) on the 3rd Floor of the Feng Yun Building, the Exhibition Hall in the Shui Mu Student Center and Lecture Hall 102 at the Student Activity Center, Mong Man-Wai Building, please refer to the Fee Schedule for the National Tsing Hua University International Student Activity Center (ISAC) on the 3rd Floor of the Feng Yun Building, the Fee Schedule for the National Tsing Hua University Exhibition Hall in Sui Mu Student Center, and the Fee Schedule for the National Tsing Hua University Lecture Hall 102 at the Student Activity Center, Mong Man-Wai Building.</p>
<p>六、本校社團使用本場地之收費方式由各社團之「紙本貨幣」(paper money)中扣抵，不足部分須繳納現金。</p>	<p>Article 6</p> <p>Fees for use of any the DSA managed venues by an NTHU student club will be deducted from the cash allowances held by the club (paper money). Any shortfall must be paid in cash.</p>

<p>七、各性質社團每學年度紙本貨幣額度如下：</p> <p>(一) 每學年度社團評鑑後，被評定為優等社團者，下學年度有48,000元；甲等社團為24,000元；乙等社團為12,000元；丙等社團為3,600元。</p> <p>(二) 學生會為22,000元；學生議會、研聯會及畢聯會各為16,800元。</p> <p>(三) 各系系學會、綜合性社團、功能性社團及每學年度核定成立之新社團為9,600元。</p> <p>(四) 「同好會」補助2,400元。</p> <p>(五) 凡協助學校辦理大型活動或服務活動者，得專簽申請補助額度。</p> <p>(六) 上述額度於特殊情形不敷使用時，可申請增加，惟增加額度不可超過原有額度的百分之五十，且申請次數每學年以二次為上限。</p> <p>(七) 紙本貨幣之額度於每學年度八月一日重新計算，上學年度未使用完畢之額度不得保留。</p> <p>(八) 第(二)(三)款之社團如欲爭取較高額度之紙本貨幣，可選擇參與社團評鑑，依第一項規定給予紙本貨幣額度，但不低於第二、三項之基本額度。</p>	<p>Article 7</p> <p>Annual cash allowances (paper money) for each club are as below:</p> <p>(1) After club evaluations each year, clubs awarded an "A+" rank will have an allowance of NTD 48,000 for the following academic year; clubs with an "A-" rank or above will have NTD 24,000; clubs with a "B-" rank or above will have NTD 12,000, and clubs with a "C-" rank or above will have NTD 3,600.</p> <p>(2) The Student Associations will receive NTD 22,000; the Student Council, Graduate Student Association, and Alumni Student Associations will each receive NTD 16,800.</p> <p>(3) The departmental student associations, general clubs, functional clubs, and formally registered new clubs will each receive NTD 9,600.</p> <p>(4) A common interest group will receive NTD 2,400.</p> <p>(5) Student clubs that assist the school with large-scale events or service-oriented events may apply to receive a subsidy.</p> <p>(6) If, under special circumstances, the above allowance is insufficient, a club may apply for an extra subsidy of no more than 50 percent of the original allowance, and may apply for such a subsidy no more than twice in any academic year.</p> <p>(7) The cash allowance will be calculated on August 1st of each academic year. Excess from previous academic years cannot be carried over.</p> <p>(8) If any of the clubs under subparagraphs 2 and 3 wish to obtain a higher cash allowance, they may apply for a club evaluation, and a cash allowance will be granted as set out in paragraph 1, provided that the allowance may not be lower than the amount of the basic allowance set out in paragraph 2 or 3.</p>
<p>八、本場地借用時段分為，每日 8 時至 12 時、13 時 30 分至 17 時 30 分、18 時至 22 時等三個單位。本場地借用以單位計算，每單位為四小時，未滿一</p>	<p>Article 8</p> <p>Applications can be made to reserve the DSA managed venues for three different time periods: 08:00 to 12:00, 13:30 to 17:30, and 18:00 to 22:00. Use of the DSA managed venues is calculated in four-hour units. An</p>

<p>小時以四分之一單位計算，借用一日則以三單位計算。鏡廳、二練、南大校區學餐內部晚上分為兩個時段提供社團申請。</p>	<p>application for one hour or less will be counted as a quarter unit. Use of a managed venue for one day will be calculated as three units. The evening session is divided into two time periods for student groups applying to reserve the Dance Hall, Practice Room 2 near the Cheng-Kung lakeshore, or the dining space at the Second Student Activity Center at the Nanda Campus.</p>
<p>九、場地借用程序：</p> <p>(一) 學生社團如欲申請本場地舉辦活動，應於活動開始前一次社團工作會報前上網完成預約，並參加當次社團工作會報之場地協調會議。經協調完成後，始獲得該場地使用權且須於五天內(不含假日)至線上系統填寫場地申請，逾期者將取消該場地使用權。社團工作會報結束後所剩餘之場地，則以最早完成網路預約並在活動兩週前(含假日)至線上系統填寫場地申請之社團獲得該場地之使用權。</p> <p>(二) 獲得場地使用權後，需依規定列印二聯式場地借用單送交課外組所屬輔導老師簽核，並繳交一聯予課外組場地管理員存查後，始完成借用手續。</p> <p>(三) 完成場地借用手續後，請申請單位於活動當日(如遇例假日則為該日之前一工作天)憑場地借用單收執聯至課外組上班時間領取場地鑰匙並辦理登記。</p> <p>(四) 活動結束後應於次日上午 10 時前歸還場地鑰匙並由場地管理員檢核，始完成歸還程序。若</p>	<p>Article 9 Procedure for reserving the DSA managed venues:</p> <p>(1) A student club that would like to reserve one of the DSA managed venues must complete an online reservation before the monthly club meeting prior to date of the activity, and club representatives must then participate in the meeting for negotiating reservations between student clubs for that period. Only after the negotiations have concluded will they obtain the right to use a venue, and then must complete an application for reservation through the online system within five days (excluding weekends and holidays); the right of use for the venue will be cancelled after that period. The right of use of any venues remaining unused after the club meeting will go to the first club that makes a reservation online at least two weeks before the intended reservation date (including weekends).</p> <p>(2) After the reservation of a venue is approved, students must print the two copies of the application form in accordance with regulations, one for a DSA staff member to verify, and the other for the venue manager to file, before the application process is completed.</p> <p>(3) After completion of the application process, students must bring the receipt section of the application form on the day of the event (or on holidays, on the preceding working day) to collect the key for the venue and register their receipt of the key.</p> <p>(4) After the event ends, the key must be returned before 10:00 a.m. on the following day, and its return verified by the venue manager, to complete the process. In the event of a failure to return a key on time,</p>

<p>未依時限歸還，課外組得施以愛校服務 10 小時。</p> <p>(五)課外組列管之社團辦理公益性質活動如有特殊情況得向課外組提出免收租金或減收租金之申請。</p>	<p>the Division of Student Activities may impose a penalty of 10 hours of school service work.</p> <p>(5) The DSA managed student clubs holding activities for charitable and public welfare purposes may apply for free charge or fee reduction.</p>
<p>十、借用申請一經核定，不得私自轉讓或變更活動內容；如欲變更，應另案提出申請，不得逕自調換，否則將取消其使用權。</p>	<p>Article 10</p> <p>Once an application for use of a venue has been approved, no private transfer of the right of use or any alteration to the proposed activity is allowed. Students wishing to make such a change must make a separate application and may not make any such change on their own without authorization, or otherwise the right to use the venue will be cancelled.</p>
<p>十一、為維護場地使用權，若需取消場地借用者，須於借用日期七天前(含假日)取消，逾期者將不予取消。</p>	<p>Article 11</p> <p>To protect the rights to use of various venues, cancellation of a venue reservation must be done at least seven days prior to the date of intended use (including weekends), or otherwise the cancellation will be denied.</p>
<p>十二、校外廠商借用野台，除與本校學生社團合作辦理之活動外，校外廠商於野台之商業行為或活動須有益於學生學習或生活。</p>	<p>Article 12</p> <p>If a company not affiliated with the university wishes to reserve an outdoor deck for use, it must either be working jointly with a student club, or its commercial activities when using the outdoor deck must be beneficial to students' studies or campus life.</p>
<p>十三、音樂性團練室專供音樂練習活動之用，音樂性社團具優先使用權，且課外組具有審核權。本場地均不得在內外門窗、玻璃、牆壁、地板、柱子及天花板等張貼宣傳標語及旗幟等，以維護吸音板；並由音樂性社團輪流排班維護場地清潔，並隨時向課外組回報器材損壞情形。</p>	<p>Article 13</p> <p>Music club practice rooms are to be used only for practicing instruments. Music clubs have priority rights to the use of the practice rooms, and the DSA has the right to decide who can use the rooms. To protect sound absorbing panels, it is prohibited to attach any advertisements, posters, or banners on the windows, walls, floors, pillars, or ceilings either inside or outside the practice rooms. Music clubs must take turns maintaining cleanliness and order in the practice rooms and report immediately to the DSA if any equipment is damaged.</p>
<p>十四、二練、鏡廳、活中 B01 及 B02 於每學期開始前協調優先使用權，具有優先使用權之社團仍須於社團工作會報公告預約期限前預約</p>	<p>Article 14</p> <p>Clubs need to make negotiations before each semester if they wish to reserve Practice Room 2 (Cheng-Kung lakeshore), the Dance Hall (Mirror Room) near the Cheng-Kung lakeshore, Basement Room 01 and Basement Room 02 at</p>

場地。	Student Activity Center. A club which has obtained the right of use for a venue must still reserve the venue within the time period announced by the meeting of the clubs.
十五、社團使用之清齋地下室場地，內外窗戶不得任意張貼廣告文宣。公共空間不得放置雜物，且須維護場地內整潔。經查違規屬實或有使用不當之情形者，違規第一次，本組得施以愛校服務 20 小時，社團須立即派員清理該場地；違規第二次，課外組得直接收回清齋地下室場地使用權。	Article 15 Clubs that use the Dorm Tsing basement may not post advertisements or posters on windows in the interior or exterior. Miscellaneous items or belongings may not be left in public spaces and the area should be kept clean and tidy. If a violation is found to have occurred for the first time, the DSA will impose a punishment of 20 hours of school service work and the violator must clean up the area immediately. For a second violation, the violator's right to use the Dorm Tsing basement will be revoked by the DSA.
十六、本場地管制時間為每日凌晨 0 時起至次日上午 7 時，如需於管制時間內繼續使用場地，需依「國立清華大學學生社團活動場地夜間管理細則」之規定辦理。蒙民偉樓之門禁時間為下午 5 時 30 分至隔日上午 7 時；例假日為全天候管制。	Article 16 Use of all DSA managed venues is restricted from the hours of 12:00 a.m. to 7:00 a.m. To use a venue during this period, an application must be made in accordance with the Enforcement Rules for Night-Time Activities at National Tsing Hua University Student Club Venues. Use of the Mong Man Wai Building is restricted from 5:30 p.m. to 7:00 a.m. the following day; the building is restricted for the entire day on holidays.
十七、本場地禁止留宿過夜（已專案申請夜留並經核准者除外），經發現違規屬實者，將施以愛校服務 10 小時，情節嚴重者得停止借用課外組列管場地一個月外，並依照本校學生獎懲辦法第七條規定處理。	Article 17 Overnight stays at DSA managed venues are prohibited, except when a special application has been made and approved. If a violation is found to have occurred, the violator will be subject to ten hours of school service work; in severe cases, the violator will be prohibited from using any venue managed by the DSA for one month, plus additional penalties according to Article 7 of the Regulations Governing Rewards and Punishments for National Tsing Hua University Students.
十八、本場地禁止炊膳及吸煙，違者，課外組得立即停止其使用權，並禁止該社團借用本場地一個月，包含已申請核准之場地亦一併取消。	Article 18 Cooking and smoking are prohibited at DSA managed venues. In the event of a violation, the DSA may immediately suspend the right of the club to use the venue for one month, and may also suspend the use of any other venue for which a reservation has previously been approved.
十九、本場地禁止用火活動（含煙	Article 19

火、瓦斯、木炭等），如有特殊需求，須向課外組專案申請核准。南大校區第二學生活動中心學生餐廳前廣場用火規定依該場地使用及管理規則辦理。	The use of fire in the venues managed by the DSA is prohibited (including in fireworks, gas-burning utensils, or charcoal fires). If there is a special need to use fire, a special application to the DSA must be made and approved. Use of fire in the square fronting the cafeteria at the Nanda Campus' Student Activity Center 2 is subject to rules governing use and management of that venue.
二十、本場地禁止赤膊裸體、吸菸及嚼食檳榔。	Article 20 Toplessness or nudity, smoking or chewing betel at the DSA managed venues are prohibited.
二十一、本場地禁止放置任何私人物品或社團器材，如遺失自行負責。	Article 21 Leaving any private possessions or club equipment at the DSA managed venues is prohibited, and the person in violation will be solely responsible for the loss of any such item.
二十二、社團負責人應負場地及所有物品之安全、整潔、損害賠償或恢復原狀之責任。活動結束後務必將所有廢棄物與垃圾清理及運走，迅速將場地恢復原狀。延遲活動結束時間、未將場地清理恢復原狀、遲還或損壞場地設備者，課外組得要求賠償器材之修復、清潔費用且處以愛校服務 10 小時，情節嚴重者得禁止借用本場地一年。	Article 22 The leader of a club will be responsible for the safety, cleanliness, and order of the venue and all items in it, compensation for any damage, and restoration of the venue to its original condition. After the activity ends, all waste or trash must be cleaned up and removed and the venue restored to its original condition as soon as possible. If the activity ends later than scheduled, the venue is not cleaned and returned to its original condition, or any equipment is damaged, the DSA may require students to provide compensation for the repair of any damaged equipment or for cleaning expenses and may also impose a penalty of ten hours of school service work. In severe cases, the DSA may prohibit the use of any DSA managed venues for one year.
二十三、離開本場地未關閉門窗、燈光、電扇、冷氣、音響等電器設備者需支付場地設備維護費每晚五百元，並進行愛校服務 10 小時。	Article 23 Students who leave a DSA managed venue without closing the windows and doors or turn off the lights, electric fans, air conditioner, audio equipment, or other electrical equipment will be required to pay a maintenance fee for the venue and equipment of NTD 500 per night, and will also be required to perform ten hours of school service work.
二十四、私自繕打本場地鑰匙且經查屬實者，課外組得要求該社團負責所有場地門鎖更換費用並停止借用	Article 24 If it is found that students have privately made copies of keys to any DSA managed venue, the DSA may require the leader of the given club to pay for changing all locks to the venue and

本場地一年。	suspend their use of DSA managed venues for one year.
二十五、凡遇活動中心封館期間，本場地完全不開放使用。	Article 25 At any time when the Student Activity Center is closed, DSA managed venues will not be open for use.
二十六、校內各單位如欲借用場地，需由各單位負責人專簽提出申請，並於活動結束後以校內轉帳方式繳納場地費用。學生社團辦理之活動需先依規定申請活動並經課外組登記備案，方可進行場地之申借。校外單位一律以機關團體公函辦理申請。	Article 26 If any school unit wishes to reserve a venue, its responsible person must sign and submit an application, and at the conclusion of the activity, must pay the fees for use of the venue by account transfer between departments. Student clubs holding activities must first have made an application for the activity, in accordance with the rules, that is on file with the DSA before they can apply to use the venue. Any organization or group outside the university must issue a formal letter of request to make an application.
二十七、各活動場地對校外單位開放借用時間，以週末及例假日為原則。所借用時間如遇人力不可抗拒之因素而無法辦理，得提出延期或退費之要求，惟本校不負任何賠償責任。另校外單位之借用申請若經核准後，如遇有本校緊急需要，經學務長核示者，應無條件放棄使用權，然所繳交之相關費用將可申請無息退還或延期優先使用。	Article 27 All activity venues are in principle open to organizations or individuals outside of NTHU on weekends and public holidays. If an activity cannot be held as scheduled due to a force majeure event, rescheduling and fee refunds are allowed, but National Tsing Hua University bears no liability for any compensation. If, after an application for use of a venue is approved, the school encounters emergency circumstances as declared by the Vice President for Student Affairs, the organization or individual shall unconditionally waive their right to use the venue, provided that they may apply for an interest-free refund of fees or their right of priority for use of the venue may be extended.
二十八、校方主辦的全校性活動不受本要點之限制。	Article 28 School-wide activities organized by the school authorities are not subject to the restrictions of these Guidelines.
二十九、活動期間，校外車輛進入校園，應自行事先與本校駐警隊協調，並依相關規定繳交費用。	Article 29 Arrangements shall be made in advance with the Campus Security Office for any vehicles entering from outside the campus during an event and the related fees paid according to regulations.
三十、因特殊原因（如：傳染病或天然災害等），須配合執行相關措施。未配合者	Article 30 The one who reserves the DSA managed venues must follow the related guidelines for special occasions (such as natural disasters and

<p>得施以愛校服務 20 小時或停止借用本組列管場地二個月，並依學生獎懲辦法懲處。</p>	<p>infectious diseases). The violator will be imposed a penalty of 20 hours of school service work and be prohibited from using a DSA managed venue for two months. In violation of the above guidelines will be referred for discipline in accordance with the regulations for student rewards and punishments.</p>
<p>三十一、本要點經課外組會議通過，學務長核定後實施，修訂時亦同。</p>	<p>Article 31 The Guidelines, 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>