

**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**

**National Tsing Hua University Directions for Use and Management of the
Square Fronting the Second Student Cafeteria at Nanda Campus (20200817)**

Article 1

These directions are implemented 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 square fronting the Second Student Cafeteria at Nanda Campus ("the Square").

Article 2

The Square is not open for use by outsiders, but is provided only for use by the faculty, staff, and student of National Tsing Hua University (NTHU).

Article 3

The Square is a venue for hire. Fees for this venue are listed in the National Tsing Hua University Fee Schedule for Venues Managed by the Division of Student Activities.

Article 4

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 21:00. Since the Square is close to dormitories, applications for its use one week before and one week after midterms and final exams will not be accepted.

Article 5

The person or group wishing to use the Square must fill out and submit the Venue Reservation Form to the Division of Student Activities (DSA) 14 days prior to the intended date of use (including holidays but not including the date of application). Student clubs should do so by making an online application for the activity and venue reservation.

Article 6

If fire is to be used when using the Square (including uses such as gas stoves or charcoal), then a Fire Control Application Form for the Square Fronting the Second Student Cafeteria at the National Tsing Hua University Nanda Campus must be submitted when applying to use the venue. To maintain public safety on the campus, any use by the person or group reserving the Square of a privately operated source of electrical power and any use flammable light sources is prohibited, and attention

must be given to fire safety when fire is used in the Square. Safe fire-burning stoves must be used, and the person or group must prepare the following items by themselves:

1. Fire extinguisher,
2. Hose (at least 4 meters long)
3. Bucket.

Article 7

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 Square to its original condition. If the end of the event is delayed past the scheduled time, the venue is not restored to its original condition, or the equipment at the venue is damaged, the DSA may require compensation for the restoration of damaged equipment or cleaning fees, and may impose a period of school service work. In the case of a serious violation, the person or group responsible will be prohibited from reserving any venue managed by the DSA for one year.

Article 8

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 any venue managed by the DSA for a period of one year.

Article 9

These Directions, and any amendments to them, will be implemented after their passage by a meeting of the DSA and approval by the Vice President for Student Affairs.