

Ming Chuan University Management Procedures for Borrowing of Activity Venues

Passed at Regulation Review Committee Meeting on October 24, 2014
Revised and passed at the General Affairs Committee Meeting on December 22, 2014

- Article 1 The Management Procedures for Borrowing of Activity Venues were established to fully develop the usage of the venues for internal and external units and to manage the venues well.
- Article 2 MCU venues are not only available for internal administration units, academic units and clubs, applications are also accepted from external organizations.
- Article 3 Each internal unit or student club is required to fill in an application form to borrow space to hold activities or academic workshops. Procedures for borrowing classrooms must be completed online and the approval of the administrator from the unit applying is necessary (Student clubs must have approval from the Extracurricular Activities Section.). The application is sent to the relevant unit in General Affairs Division. After being approved, a copy of the application form is sent to the Operations Section (or Taoyuan General Affairs Section) to complete the process. Applicants are requested to check with the Operations Section (or Taoyuan General Affairs Section) if other units have applied to use the space before submitting an application.
- Article 4 Each external unit must submit an application letter (or official document) with activity description to the relevant unit in General Affairs Division. The relevant unit in General Affairs Division will have the responsible unit review for approval and then submit to the president for ratification. Upon approval, the applying unit must confirm use of the venue by paying a deposit fee.
- Article 5 Conference room use must be approved by the Operations Section (or Taoyuan General Affairs Section); use of multimedia classrooms and regular classrooms must be approved by the Curriculum Section; venues related to sports must be approved by the Physical Education Office. Please apply in accordance with the relevant procedures.
- Article 6 The application must be processed three days in advance for use on holidays, during winter or summer vacations.
- Article 7 If any special equipment is required, applicants are requested to write the details on the application form. After receiving approval from the related unit, the managing unit will dispatch a skilled person to operate the requested equipment.
- Article 8 The borrowing unit or persons are responsible for the order in and around the venue, public safety, must take appropriate care of the equipment and facilities borrowed, and no unauthorized person may remove or operate borrowed equipment without permission.
- Article 9 Equipment damaged due to negligence or human causes should be compensated for by the borrowing unit or persons. The compensation will be based on current costs for repair or replacement.
- Article 10 Applicants with the following conditions will not be accepted; even if the

application was approved, the activity will be immediately halted or the applicant will be pressed for any necessary payment due:

1. The activity venue use differs from the application.
2. Applicants borrow the venue under false pretenses and transfer to others for use.
3. Applicant's activity may damage the facilities of the campus venue.
4. The activity takes longer than the time applied for.
5. Activity participants account for less than half of the capacity of the venue.
6. Other activities which are deemed unsuitable by the university to take place on campus (such as political activities).

Article 11 When borrowing facilities, the following rules must be followed. Violators will be reported to administrators in the relevant units for discipline.

1. Posting or hanging items in the venue is prohibited unless permission has been granted.
2. No smoking, drinking or eating in the venue is permitted. Activity venues must be kept clean.
3. No rainwear may be brought into activity venues on rainy days.
4. After using the venue, the facilities must be returned to their original condition and position; garbage must be removed. The caretaker must then be requested to turn off the power, turn out the lights, and lock the door.

Article 12 If the institution temporarily requires the space to hold an important event, the borrowing unit may be requested to give up the activity venue without objection or compensation. Except for cases where the applicant has already begun to use the venue or the applicant changed the date, should applicants not be able to use the venue due to matters beyond their control, the venue fees and deposit will be returned in full.

Article 13 The standards for activity venue fees are as follows:

1. There are no activity venue fees for activities held by university units during regular office hours.
2. Fee standards for student clubs who hold activities on holidays are in accordance with Ming Chuan University Fee Standards for Student Club Activity Venues during Vacations (Appendix I).
3. The Dormitory Fee is 1,500 NTD per day for four-person or six-person occupancy when student clubs borrow the student dormitories during the winter or summer vacations.
4. The Management and Maintenance Fee, and Air Conditioning Fee, will be twice that listed in Ming Chuan University Fee Standards for Student Club Activity Venues during Vacations when student clubs hold inter-university activities.
5. Fees for activities related to public service or of a special nature will be discussed separately after being approved.
6. Fee standards for external units who hold activities during holidays are in accordance with Ming Chuan University Fee Standards for Activity Venues (including Fee Standards for Sun Yat Sen Auditorium,

Audio-visual Equipment Use in Auditorium and Student Dormitory) (Appendix II).

7. The deposit for borrowing a regular rectangular table and parking space marker is 500 NTD, which will be returned after the table and parking space marker have been returned and checked for damage.
8. A cleaning fee of 100 NTD for a white tablecloth, 70 NTD for a red tablecloth and 300 NTD for a table cover will be charged when such items are borrowed.

Article 14 Upon being passed at the General Affairs Meeting, these procedures were implemented and approved by the president. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****

NOTE: For the English version, please replace all 元 with NTD.

Appendix I

Ming Chuan University Fee Standards for Student Club Activity Venues during Vacations

Venue		Management and Maintenance Fee			Air Conditioning Fee	Notes
		0800-1200	1300-1700	1800-2200	per time period	
Taipei Campus	Sun Yat Sen Auditorium	1,000 元	1,000 元	1,200 元	2,000 元	1. The deposit for borrowing a regular rectangular table and parking space marker is 500 NTD, and which will be returned after the table and parking space marker have been returned and checked for damage. 2. A cleaning fee of 100 NTD for a white tablecloth, 70 NTD for a red tablecloth and 300 NTD for a table cover will be charged when such items are borrowed.
	Indoor Sports Court	600 元	600 元	800 元	1,000 元	
	Large Conference Room	600 元	600 元	800 元	500 元	
	International Conference Room	600 元	600 元	800 元	500 元	
	Multipurpose Theatre	600 元	600 元	800 元	500 元	
	Multimedia Classroom	500 元	500 元	700 元	300 元	
	Computer Lab	700 元	700 元	900 元	300 元	
	Regular Classroom	200 元	200 元	400 元	200 元	
Taoyuan Campus	Auditorium	1,000 元	1,000 元	1,200 元	2,000 元	
	Indoor Basketball Court	600 元	600 元	800 元	1,000 元	
	Indoor Badminton Court	600 元	600 元	800 元	1,000 元	
	Regular Classroom	600 元	600 元	800 元	500 元	
	Multimedia Classroom	500 元	500 元	700 元	300 元	
	Computer Lab	700 元	700 元	900 元	300 元	

	Regular Classroom	200 元	200 元	400 元	200 元	
	Track and Field	1,000 元 (Sound System Fee)	1,000 元 (Sound System Fee)	5,000 元 (Lights & Sound System Fee)		

Ming Chuan University Fee Standards for Student Club Activity Venues during Vacations

Venue	Management and Maintenance Fee	Notes
	Room Rate/Day	
Four-person dorm room	1,500 元	1. Please buy pre-paid airconditioning cards for use of air conditioner. 2. Student dormitories are only available for borrowing during winter and summer vacations.
Six-person dorm room	1,500 元	

Appendix II

Ming Chuan University Fee Standards for Activity Venues

Venue		Management and Maintenance Fee			Air Conditioning Fee	Cleaning Fee	Deposit	Notes
		0800~1200	1300~1700	1800~2200	Per Hour	Per Time Period		
T A I P E I C A M P U S	Sun Yat Sen Auditorium (1000-person capacity for balcony / 2100-person capacity for main floor) (only basketball court is available for use)	30,000 元 (15,000 元)	30,000 元 (15,000 元)	40,000 元 (20,000 元)	2,500 元	3,000 元	10,000 元	1. Fees for activities related to public service or of a special nature will be discussed separately after being approved. 2. Fees related to teleconferencing system and for video recording by MCU staff will be calculated separately.
	Indoor Gymnasium	5,000 元	5,000 元	6,000 元	2,000 元	1,000 元	5,000 元	
	Outdoor Basketball Court	3,000 元	3,000 元	5,000 元		500 元	2,000 元	
	Track and Field	30,000 元	30,000 元	50,000 元		3,000 元	10,000 元	
	Sports Field	30,000 元	30,000 元	50,000 元		3,000 元	10,000 元	
	B901 Conference Room (65-person capacity)	10,000 元	10,000 元	12,000 元	800 元	800 元	5,000 元	
	B902 Conference Room (16-person capacity)	5,000 元	5,000 元	7,000 元	500 元	500 元	3,000 元	

Large Conference Room (133-person capacity)	12,000 元	12,000 元	14,000 元	1,000 元	1,000 元	5,000 元
International Conference Room (34-person capacity)	10,000 元	10,000 元	12,000 元	1,000 元	1,000 元	5,000 元
Multipurpose Theatre (108-person capacity)	12,000 元	12,000 元	14,000 元	1,000 元	1,000 元	5,000 元
Multimedia Classroom (B101 / B301 / B401: 120-person capacity) (H101: 83-person capacity / H201: 140-person capacity)	7,000 元	7,000 元	8,000 元	1,000 元	1,000 元	5,000 元
Computer Lab (Large: 74-person capacity; Small: 43-person capacity)	10,000 元	10,000 元	12,000 元	500 元	1,000 元	5,000 元
Regular Classroom (70-person capacity)	1,500 元	1,500 元	2,000 元	200 元	500 元	2,000 元
Virtual Studio	35,000 元	35,000 元	35,000 元	1,000 元	1,000 元	15,000 元

J I H E C O M P L E X	J616 Meeting Room (99-person capacity)	12,000 元	12,000 元	14,000 元	1,000 元	1,000 元	5,000 元
	Meeting Room (10-person capacity)	1,000 元	1,000 元	1,500 元	200 元	200 元	5,000 元
	Multipurpose Classroom	10,000 元	10,000 元	12,000 元	500 元	800 元	5,000 元
	Computer Lab (40-person capacity)	10,000 元	10,000 元	12,000 元	500 元	800 元	5,000 元
	Regular Large Classroom (50-person capacity)	2,500 元	2,500 元	3,000 元	500 元	800 元	5,000 元
	Regular Mid-sized Classroom (40-person capacity)	2,000 元	2,000 元	2,500 元	500 元	800 元	5,000 元
	Regular Small Classroom (30-person capacity)	1,500 元	1,500 元	2,000 元	500 元	600 元	5,000 元
	Parking Lot	Parking permit is 4,000 NTD per month, paid semi-annually (24,000 NTD)					8,000 元
T A O Y U A N	Auditorium (Gymnasium I / II) (300-person capacity for balcony / 1,200-person capacity for	25,000 元	25,000 元	35,000 元	2,500 元	3,000 元	10,000 元

C A M P U S	main floor)						
	Indoor Basketball Court	15,000 元	15,000 元	20,000 元	2,000 元	3,000 元	10,000 元
	Indoor Badminton Court	15,000 元	15,000 元	20,000 元	2,000 元	3,000 元	10,000 元
	Outdoor Basketball Court	3,000 元	3,000 元	5,000 元		500 元	2,000 元
	Track and Field	30,000 元	30,000 元	50,000 元		3,000 元	10,000 元
	Sports Field	30,000 元	30,000 元	50,000 元		3,000 元	10,000 元
	M104 Large Conference Room (65-person capacity)	10,000 元	10,000 元	12,000 元	1,000 元	1,000 元	5,000 元
	S104 International Conference Room (257-person capacity)	15,000 元	15,000 元	17,000 元	1,000 元	1,000 元	5,000 元
	FFB101 International Conference Room (228-person capacity)	25,000 元	25,000 元	35,000 元	2,000 元	3,000 元	10,000 元
	P101 Distance Education Classroom (196-person capacity)	12,000 元	12,000 元	14,000 元	1,000 元	1,000 元	5,000 元
	P102 Multimedia Classroom (196-person	12,000 元	12,000 元	14,000 元	1,000 元	1,000 元	5,000 元

capacity)							
Computer Lab	10,000 元	10,000 元	12,000 元	500 元	1,000 元	5,000 元	
Regular Classroom	1,500 元	1,500 元	2,000 元	200 元	500 元	2,000 元	
Art Center	20,000 元	20,000 元	30,000 元	1,000 元	3,000 元	20,000 元	
Virtual Studio	50,000 元	50,000 元	50,000 元	1,000 元	3,000 元	20,000 元	

Ming Chuan University Fee Standards for Sun Yat Sen Auditorium Use of Audio-visual Equipment in Auditorium

Equipment	Fee/Use	Note
Projector	30,000 元	Fees related to teleconferencing system will be calculated separately.
Wireless Microphone	3,000 元	

Ming Chuan University Fee Standards for Student Dormitory

Venue	Management and Maintenance Fee	Deposit	Note
	Room Rate /Day		
Four- or Six-person Dorm Room	1,500 元	5,000 元	Please buy pre-paid airconditioning cards for use of air conditioner.