

Guidelines for the Use and Management of the THU CKS Memorial Hall Basement

Approved for reference in Tunghai Secret Document No. 09831000750 on April 1, 2009

Approved by official letter No. 1002300895 on August 17, 2012

1. The basement of THU CKS Memorial Hall (hereinafter referred to as the "Venue") is managed by the Division of Extra-curricular Activities of the Office of Student Affairs under authorization from the University.
2. The Venue is primarily intended for student organization activities and may also be used for physical education classes.
3. During periods reserved for physical education classes, the Physical Education Office shall be responsible for venue maintenance and shall notify the Division of Extra-curricular Activities of the class schedule.
4. Student organizations requiring the Venue for special events shall complete registration and reservation procedures with the Division of Extra-curricular Activities at least one month before the event.
5. The Venue shall be available for use as follows:
 - (1) Registered special events shall have priority. During academic semesters, the Venue is otherwise open to student organizations on weekdays.
 - (2) During academic semesters, the Venue is available from 8:00 a.m. to 10:00 p.m.
 - (3) During winter and summer recesses, and on weekends or holidays during academic semesters, use of the Venue requires a special application. Users shall cover the cost of student assistants assigned during the reserved period.
 - (4) Users are responsible for cleaning and restoring the Venue after use.

Compliance may be considered in student organization evaluations.

6. Fees:

(1) Venue Fee: No charge.

(2) Equipment Fee: Air-conditioning may be used by purchasing a prepaid card from the Construction & Maintenance Section.

(3) Basic Maintenance Fees:

a. Utilities Fee: No charge.

b. Cleaning Deposit: No charge. Users are responsible for cleaning the Venue after use.

7. Student assistant expenses required for Venue operations during academic semesters shall be covered by the University budget.

8. The Venue may only be used for classes, activities, and practice sessions. Dining gatherings, overnight stays, and other unrelated activities are prohibited.

9. Users shall maintain the cleanliness of the Venue at all times.

10. Violations of Articles 8 or 9 shall result in the immediate suspension of venue privileges. Depending on the circumstances, access may be suspended for the remainder of the semester or the following semester. Serious violations shall be handled in accordance with University regulations.

11. These regulations shall be implemented upon approval by the Office of Student Affairs Council and ratification by the University President.

