

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

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

Amended and approved by the Office of Student Affairs Meeting on April 13, 2016

Approved by official letter No. 1052300594 on May 31, 2016

Amended and approved by the Office of Student Affairs Meeting on December 21, 2017

Approved by official letter No. 1072300050 on January 19, 2018

Article 1 These Regulations are established pursuant to Article 3 of the Tunghai University Venue and Equipment Use and Borrowing Guidelines.

Article 2 The THU CKS Memorial Hall is designated for the following purposes:

1. University classes, assemblies, examinations, and student activities.
2. Student organization activities approved by the University.
3. Events organized by external organizations approved to use the facility.

Article 3 External organizations wishing to use the THU CKS Memorial Hall shall submit a formal application to the University at least one month in advance. Use of the facility is subject to approval by the University President.

Article 4 University units intending to use the THU CKS Memorial Hall shall submit an application to the Division of Extra-curricular Activities at least two weeks prior to the intended date of use.

Article 5 Student organizations intending to use the THU CKS Memorial Hall may participate in the venue coordination meeting held at the beginning of each semester. All activities must be formally submitted for approval before the facility may be used.

Article 6 Should the University require the venue or its equipment due to special circumstances, the borrowing unit may be notified at least two weeks in advance to reschedule or cancel its reservation. In the event of cancellation, any fees paid shall be refunded in full.

Article 7 Fees may be charged for the use of the THU CKS Memorial Hall in accordance with the applicable fee schedule. Borrowing units shall complete payment at the Cashier's Office of the Office of General Affairs at least one week prior to the event and submit a copy of the payment receipt to the Division of Extra-curricular Activities. The reservation process shall be deemed complete only after these requirements have been fulfilled.

Article 8 In the event of natural disasters or other force majeure circumstances, the Division of Extra-curricular Activities may cancel the reservation. The applicant may request either rescheduling or a refund.

Article 9 The use of any hazardous materials or items that may cause fire or other safety risks is strictly prohibited in the THU CKS Memorial Hall.

Article 10 Smoking, eating, drinking, and bringing pets into the THU CKS Memorial Hall are prohibited. Violators may be required to leave the premises immediately.

Article 11 Upon completion of use, all facilities and equipment shall be restored to their original condition. The security deposit shall be refunded in full following a satisfactory inspection. In cases of inadequate cleaning or damage to the venue, the deposit may be partially or fully withheld. Additional cleaning fees may be charged, and compensation shall be made according to the extent of the damage.

Article 12 These regulations shall be implemented upon approval by the Office of Student

Affairs Council and ratification by the University President.

Fee Schedule for the Use of the THU CKS Memorial Hall

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校外機關團體 External Organizations

大廳(含前廳及前廣場) Main Hall (including the Lobby and Front Plaza)		前廳 Lobby	前廣場 Front Plaza
以4個小時為一計費時段 上午(08:00~12:00)、下午(13:00~17:00)、晚上(18:00~22:00) Each billing period is four hours: Morning (08:00–12:00)/Afternoon (13:00–17:00)/Evening (18:00–22:00)			
場地費 Venue Fee	新台幣40,000元整 NT\$40,000	新台幣5,000元整 NT\$5,000	新台幣5,000元整 NT\$5,000
空調費 Air-conditioning Fee	新台幣20,000元整 (不使用時不計) NT\$20,000 (if used)	新台幣7,000元整 (不使用時不計) NT\$7,000 (if used)	無 N/A
管理費 Administrative Fees	新台幣10,000元整 NT\$10,000	新台幣7,000元整 NT\$7,000	無 N/A
	鋼琴費：新台幣2,000元整 (不使用時不計) Piano Fee: NT\$2,000 (if used)	無 N/A	
保證金 Security Deposit	保證金新台幣5,000元整 NT\$5,000	保證金新台幣1,000元整 NT\$1,000	
備註 Notes	1. The venue fee for the Main Hall (including the Lobby and Front Plaza) is NT\$40,000, consisting of a venue usage fee of NT\$32,000 and a utilities fee of NT\$8,000. 2. The venue fee for the Lobby is NT\$5,000, consisting of a venue usage fee of NT\$4,000 and a utilities fee of NT\$1,000. 3. Administrative fees include staff overtime charges, student assistant fees, cleaning supplies, piano usage, and related expenses. 4. No utilities fee is charged for the Front Plaza. If lighting is required at night, users must purchase an electricity card from the Office of General Affairs. 5. Requests for piano tuning must be submitted at least two weeks in advance. Piano tuning is limited to one session within 48 hours before the event. 6. In accordance with the Tunghai University Regulations and Guidelines for the Use and Reservation of Open Spaces, parking and waste disposal fees are charged as follows: (1). Vehicles entering campus for venue use shall be charged NT\$100 per passenger vehicle and NT\$200 per tour bus. If traffic control or parking management is required, personnel designated by the University shall be		

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	assigned, and the related management and student assistant costs shall be charged separately. (2). Only passenger vehicles are permitted to enter campus. Motorcycles are not allowed. Borrowing organizations or individuals shall submit the required payment receipt and a self-prepared temporary parking permit to the Traffic Control Security Office of the Office of General Affairs for review and approval at least one week before the event. Vehicles may enter and park on campus only after approval has been granted. (3). Waste disposal fees are calculated based on an attendance of 1,000 participants and are charged at NT\$5,000. For each additional participant, an extra NT\$5 in waste disposal fees and NT\$3 in utilities fees shall be charged.
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校內單位、學生社團 University Units, Student Organizations

非營利或不收費活動 Non-profit or Non-ticketed Events				
以4個小時為一計費時段 上午(08:00~12:00)、下午(13:00~17:00)、晚上(18:00~22:00) Each billing period is four hours: Morning (08:00–12:00)/Afternoon (13:00–17:00)/Evening (18:00–22:00)				
使用項目 Item		校外機關團體與校內單位 或學生社團合辦 External Organizations Co-hosting with University Units or Student Organizations	校內單位 University Units	學生社團 Student Organizations
大廳 (含前廳及前廣場) Main Hall (including Lobby and Front Plaza)	場地費 Venue Fee	新台幣24,000元整 NT\$24,000	新台幣12,000元整 (教務處核定課程或考試則免收) NT\$12,000 (waived for courses or examinations approved by the Office of Academic Affairs)	免收場地使用費，收取場地水電費新台幣500元整 (經核准為社團課程使用，始得減免場地水電費) No venue fee. Utilities fee: NT\$500 (waived for approved organization courses)
	空調費 Air-conditioning Fee	新台幣20,000元整 NT\$20,000	新台幣5,000元整 NT\$5,000	新台幣1,250元整 NT\$1,250
前廳 Lobby	場地費 Venue Fee	新台幣3500元整 NT\$3,500	無 N/A	
	空調費 Air-conditioning Fee	新台幣7,000元整 (不使用時不計) NT\$7,000 (if used)	新台幣2,000元整 (不使用時不計，經教務處核定課程或考試則免收) NT\$2,000 (if used; waived for courses or examinations approved by the Office of Academic	新台幣1,250元整 (不使用時不計) NT\$1,250 (if used)

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			Affairs)	
前廣場 Front Plaza	場地費 Venue Fee	新台幣2,500元整 NT\$2,500	免收場地費 No charge	
管理費 Administrative Fees		1、加班費：依本校職工加班補休暨加班費支給辦法及實際使用狀況收取 2、工讀費：依實際使用狀況收取，每小時以勞教處工讀費計算 1、 Overtime Fee: Charged based on actual usage in accordance with the University's staff overtime compensation regulations. 2、 Student Assistant Fee: Charged based on actual usage at the hourly rate set by the Office of Student Labor.		
		鋼琴費： 新台幣2,000元整 Piano Fee: NT\$2,000	鋼琴費： 新台幣1,000元整 Piano Fee: NT\$1,000	鋼琴費： 新台幣500元整 Piano Fee: NT\$500
保證金 Security Deposit	視活動規模收取 Determined based on the scale of the event			

Notes:

1. The NT\$24,000 fee for the Main Hall (including the Lobby and Front Plaza) consists of a venue fee of NT\$16,000 and utilities fee of NT\$8,000.
2. The NT\$12,000 fee for University units consists of a venue fee of NT\$10,000 and utilities fee of NT\$2,000.
3. The NT\$3,500 Lobby fee consists of a venue fee of NT\$1,500 and utilities fee of NT\$2,000.
4. Administrative fees include staff overtime, student assistant fees, and piano fees. Cleaning supplies must be provided by the borrowing unit.
5. No utilities fee is charged for the Front Plaza. If lighting is required at night, users must purchase an electricity card from the Office of General Affairs.
6. Requests for piano tuning must be submitted at least two weeks in advance. Piano tuning is limited to one session within 48 hours before the event.
7. Parking and waste disposal fees shall be charged in accordance with the fee schedule set forth in the Tunghai University Regulations and Guidelines for the Use and Reservation of Open Spaces.