

Guidelines for Tunghai University Oberlin Hall Usage and Management

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

Amended and approved by the Office of Student Affairs Meeting on March 15, 2017

Approved by official letter No. 1062300310 on May 4, 2017

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

Approved by official letter No. 1072300051 on January 19, 2018

Article 1 These Guidelines are established in accordance with Article 3 of the Tunghai University Venue and Equipment Use and Borrowing Guidelines.

Article 2 Oberlin Hall is designated for the following purposes:

1. University classes, assemblies, examinations, and student activities.
2. Student organization activities approved by the University.
3. Use by external organizations and institutions.

Article 3 External organizations and institutions intending to use Oberlin Hall shall submit a written request to the University at least one month in advance. Use is subject to the President's approval.

Article 4 University units intending to use Oberlin Hall shall register with the Division of Extra-curricular Activities at least two weeks in advance.

Article 5 Student organizations intending to use Oberlin Hall may participate in the venue coordination meeting held at the beginning of each semester. All activities require a written application and may proceed only after approval is granted.

Article 6 If the University requires the venue or facilities due to special circumstances, it may notify the borrowing unit at least one month in advance to negotiate a change of date or cancellation of the reservation. If the borrowing unit agrees to cancel the reservation, all fees paid shall be refunded in full.

Article 7 The University may charge fees for the use of Oberlin Hall and shall establish a schedule of fees. The borrowing unit shall pay the required fees at the Cashier's Office of the Office of General Affairs one week before the event and submit a copy of the payment receipt to the Division of Extra-curricular Activities to complete the reservation process.

Article 8 In the event of a natural disaster or other force majeure, the Division of Extra-curricular Activities may cancel the reservation. The borrower may apply to reschedule or request a refund but shall not claim compensation.

Article 9 Hazardous materials that may cause fire or other safety risks are prohibited in Oberlin Hall. No promotional materials may be posted on the interior or exterior walls.

Article 10 Smoking, eating or drinking, and bringing pets into Oberlin Hall are prohibited. Violators shall be required to leave the premises.

Article 11 Upon completion of the event, the venue and facilities shall be restored to their original condition. After inspection confirms that no issues exist, the security deposit shall be refunded in full. If the venue is not properly cleaned or any damage is found, the University may deduct the costs from the security deposit or charge additional cleaning labor fees, and compensation shall be paid according to the extent of the damage.

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

Affairs Council and ratification by the University President.

Fee Schedule for the Tunghai University Oberlin Hall

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External Organizations

Each billing period is four hours: Morning (08:00–12:00)/Afternoon (13:00–17:00)/Evening (18:00–22:00)	
Venue Fee	NT\$10,000
Air-conditioning Fee	NT\$6,000 (if used)
Administrative Fees	NT\$5,000
	Piano Fee: NT\$2,000 (if used)
Security Deposit	NT\$5,000
Notes	1. The venue fee of NT\$10,000 includes a venue rental fee of NT\$7,000 and utilities charges of NT\$3,000. 2. The administrative fee covers administrative staff overtime, student assistant wages, cleaning supplies for the venue, piano usage, and related expenses. 3. If piano tuning is required, an application shall be submitted at least two weeks in advance. The piano may be tuned once within 48 hours before use. 4. For events spanning multiple time slots, a garbage collection fee of NT\$1,500 will be charged for each additional time slot. 5. 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 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.

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University Units, Student Organizations

Non-profit or Non-ticketed Events			
Each billing period is four hours: Morning (08:00–12:00)/Afternoon (13:00–17:00)/Evening (18:00–22:00)			
Item	External Organizations Co-hosting with University Units or Student Organizations	University Units	Student Organizations
Venue Fee	NT\$6,500	NT\$3,000 (waived for courses or examinations approved by the Office of Academic Affairs)	No venue fee. Utilities fee: NT\$250 (waived for approved organization courses)
Air-conditioning Fee	NT\$6,000	NT\$1,000 (During setup or other non- event periods, users shall activate the air conditioning with an air-conditioning card. This charge is waived for courses or examinations approved by the Office of Academic Affairs.)	NT\$250 (During setup or other non-event periods, users shall activate the air conditioning with an air-conditioning card.)
Administrative Fees	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.		
	Piano Fee: NT\$2,000	Piano Fee: NT\$1,000	Piano Fee: NT\$250
Security Deposit	Determined based on the scale of the event		

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Notes	1. The joint-use venue fee of NT\$6,500 includes a venue rental fee of NT\$3,500 and utilities charges of NT\$3,000. 2. The on-campus venue fee of NT\$3,000 includes a venue rental fee of NT\$2,000 and utilities charges of NT\$1,000. 3. The administrative fee covers administrative staff overtime, student assistant wages, cleaning supplies for the venue, piano usage, and related expenses. 4. If piano tuning is required, an application shall be submitted at least two weeks in advance. The piano may be tuned once within 48 hours before use. 5. For events spanning multiple time slots, a garbage collection fee of NT\$1,500 will be charged for each additional time slot. 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: (3). 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 assigned, and the related management and student assistant costs shall be charged separately. (4). 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.
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