

Tunghai University Regulations Governing the Use of Student Affairs Office-Managed Venues by Student Organizations

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

- Article 1 Student organizations shall obtain prior approval before using any venue. Upon completion of the activity, the venue shall be restored to its original condition.
- Article 2 Venues are available for use from 8:00 a.m. to 11:00 p.m. Any use outside these hours, including on holidays or under special circumstances, requires prior approval.
- Article 3 For venues requiring a security deposit, users shall restore the venue to its original condition after use. 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 4 If a venue has already been reserved by another organization, any unit wishing to share the venue must obtain the consent of the original applicant. Both parties shall jointly register the shared use with the Division of Extra-curricular Activities. Failure to complete the required procedure shall be deemed unauthorized use.
- Article 5 If a reservation must be cancelled due to special circumstances or force majeure, notice shall be provided at least three days in advance. Failure to comply with this requirement shall constitute a violation.
- Article 6 For indoor venues, keys shall be borrowed on the last working day prior to the event and returned on the first working day following the event. Failure to return keys on time shall constitute a violation. Unauthorized duplication of keys is strictly prohibited. Offenders shall be responsible for all costs associated with replacing locks and duplicating replacement keys, and shall be subject to disciplinary action in accordance with University regulations.
- Article 7 Organizations that accumulate two violations within an academic year shall lose venue reservation privileges for three months, with the suspension period deferred during winter and summer recess. Any approved reservations shall be cancelled without exception.
- Article 8 The Regulations herein shall be promulgated upon approval by the Student Affairs Office Administrative Meeting.