

# Regulations for Use of the Student Activity Center

Amended and approved by the Administrative Affairs Meeting on July 15, 1998

Amended and approved by the Administrative Affairs Meeting on April 29, 2015

Amended and approved by the Student Affairs Meeting on June 24, 2015

- Article 1 The use of the Student Activity Center (hereinafter referred to as “the Center” ) shall be governed by these regulations.
- Article 2 The Center shall be managed and supervised by the Division of Extra-curricular Activities under the Office of Student Affairs (hereinafter referred to as “the Division” ).
- Article 3 The borrowing and use of the Center’s venues shall comply with Tunghai University’s Venue and Equipment Use Regulations and Rental Management Guidelines.
- Article 4 In principle, the Center’s facilities are to be used only by administrative and academic units and student clubs of Tunghai University for activities that have been applied for and approved. No other uses are permitted without prior approval.
- Article 5 When using the Center, the following rules must be observed:
1. The borrowing unit is permitted to arrange and set up the venue during the approved period of use and shall ensure that the space is fully cleared and restored to its original condition upon completion of use. Failure to clean up after use on three occasions will result in the suspension of borrowing privileges for the current semester.
  2. All equipment and facilities in the Center (including doors, glass, lighting, etc.) must be properly maintained. Users shall be held liable for damages and must pay for replacements. Further disciplinary action may be taken depending on the severity of the damage.
  3. To protect the facility, no food or beverages are allowed in areas with wooden flooring. If damage or stains occur, cleaning and repair fees will be charged. Eating in other areas must be done in a way that maintains cleanliness.
  4. Keys to the Center must be returned by the next working day after the rental period ends. If late returns occur three times, borrowing privileges for the semester will be revoked.

Article 6 When using the storage lockers in the Center, the following rules apply:

1. Lockers are for storage only. The Division is not responsible for safekeeping or compensation.
2. Valuables, cash, hazardous items, contraband, animals, or perishable items must not be stored in the lockers.
3. Locker keys must be kept safe. If lost or damaged, compensation at original cost is required. Damaging lockers or items inside is also subject to compensation.

Article 7 The Center may not be used for any illegal or inappropriate gatherings or activities. Violations will be handled in accordance with university regulations.

Article 8 If any club leader or related personnel violates the above regulations, they will be subject to disciplinary action based on the severity of the case. The university may also suspend the club's right to use the Center.

Article 9 The management of each student club office shall be conducted in accordance with the established "Regulations for the Cleanliness and Maintenance of Student Club Offices."

Article 10 These regulations shall be implemented upon approval by the Office of Student Affairs Council and ratification by the University President.