

Regulations on the Management of International Conference Halls at College of Engineering, NCTU

1. Purpose

In order to enhance the management of the venues of International Conference Halls (in Engineering Building 5 and 6) and in the hope of better achieving the efficiency, management and usage, hereby the College of Engineering establishes the Regulations on the Management of International Conference Halls at College of Engineering.

2. Activities

International Conference Halls are only provided to academic, artistic, festive, congregational, training, club and exhibition activities. If the activities are political, religious and commercial and are related to propaganda, the applicant shall apply for the usage of a special project. And the applicant can use the venue with the University's approval.

3. Priority of usage (register for use according to the following order of priority)

- (1) When it is about teaching-related needs of teaching units, and when all big classrooms of all departments and graduate institutions in College of Engineering cannot contain all the students attending the class; teaching is the first priority. (Please apply to the unit in charge of venue management at the beginning of the semester.)
- (2) International Academic Conferences or Grand Academic Conferences held by the divisions of the University (Please apply for the venue two months earlier.)
- (3) Grand conferences or academic activities held by the divisions of the University (Please apply for the venue one month earlier.)
- (4) Academic activities held by student clubs of the University (Please apply for the venue one month earlier.)
- (5) Student activities held by clubs, camps and academic associations (Please apply for the venue one month earlier.)
- (6) Academic conferences held by external units or charity groups and approved by the Dean of College of Engineering (Please apply for the venue one month earlier.)

4. Application procedure

The application shall be filed with the event instructions according to the schedule for application prescribed in the precedent articles. To apply for the venue, the application form shall be signed/stamped by the person in charge of the unit that files the application. After the Dean of College of Engineering approves the application, the fee and the deposit shall be paid seven days before the activity. The application from each student club and each autonomous student organization shall be submitted by each counseling unit, and the Office of Student Affairs shall be noted. The application from external units shall be filed with an official document sent to the University, and the Office of General Affairs shall be noted.

5. Venue cost (There are four different charge rates; the charging standard is prescribed by College of Engineering. Four hours are counted as a charging period. The venue cost for every charging period is 4,000 NT dollars. The venue cost and a deposit of 3,000 NT dollars shall be paid after the application is approved. After the event ends, the deposit will be returned after the venue check shows no damage caused by the event.)

- (1) When the number of students attending classes of the University or grand seminar programs exceed 80% of the number of all seats in the International Conference Hall, the application shall be free. The cleaning fee or overtime pay shall be prescribed by the managing unit. (Engineering Building 5 can contain 280 people, and Engineering Building 6 can contain 200 ones.)
- (2) Rate one: Corporations and labor (trade) unions are charged 100% of the venue cost.
- (3) Rate two: Fee-admission events held by corporation members of the University or Foundations are charged 70% of the venue cost.
- (4) Rate three: Government divisions/groups, schools and charity groups are charged 50% of the venue cost.
- (5) Rate four: Events held by each department/graduate institute, division, club and autonomous student organizations, or the events held by both internal and external groups are charged 25% of the venue cost.

6. Regulations on the usage

- (1) Internal or external divisions, organizations and clubs shall fill in and submit the application form by the regulated deadline. The venue can be used after the head of the managing unit approves the application, the procedure of registration is completed and the venue cost is paid along with the deposit.
- (2) After the renting of the venue is approved, if the College of Engineering has

the urgent need to retrieve the venue for itself to use, the College shall acquire the approval in advance from the unit which has applied for the venue. And then, the date change or the cancel of the renting can be thus permitted. If the renting of the venue is canceled, an interest-free amount of the venue cost and the deposit shall be returned.

- (3) When renting the venue, all equipments, lights, air conditioners and so on shall not be turned on without the managing staff's approval. If it is needed to install other electronic equipments, the managing staff shall be noted to provide their assistance, and this need shall be specified in the application.
- (4) Food and drinks are forbidden in the conference halls. Lighting up candles and smoking cigarettes are totally forbidden.
- (5) The venue shall be kept clean while it is being used, and all equipments shall be maintained, operated and cherished with caution. If any equipment is damaged, costs of repairs shall be deducted from the deposit. If the deposit is not enough to pay the costs of repairs, proper compensation shall be demanded depending on situations.
- (6) If additional decoration is needed, it shall be specified in the application form and approved by the managing unit. When the activity ends, the venue shall be cleaned and restored to the original state.
- (7) If the venue cost is paid but the event could not be held because of disasters or other unpreventable causes, the applicant can apply for a full refund by submitting the original payment receipt. If the venue cost is paid but the event could not be held for other reasons, the applicant can apply for having 90% of the venue cost back by submitting the original payment receipt. If the application for a refund is not done two months after the date of usage, it is regarded as giving up applying for the refund.

7. The Regulations are enacted upon the approval of "The Meeting of College Building Affairs of College of Engineering," and the same procedure above shall be applied when the Regulations are amended.