

CYCU Regulations for Borrowing Various Facilities

Approved at the 643rd School Administration Council Meeting
 Amended and approved at the 765th School Administration Council
 Amended and approved at the 843rd School Administration Council on December 6, 2007
 Amended and approved at the 857th School Administration Council on December 4, 2008
 Amended and approved at the 935th School Administration Council on September 10, 2015
 Amended and approved at the 950th School Administration Council on March 2, 2017
 Amended and approved at the 967th School Administration Council on January 9, 2019
 Amended and approved at the 975th School Administration Council on October 3, 2019

Article 1. Purpose: To properly manage the public spaces within the University and maximize their functionality, the following regulations are established.

Article 2. Scope of Use and Priority Order:

1. University-wide ceremonies and assembly activities.
2. Gatherings and training activities organized by colleges, departments, and administrative units.
3. Student Club Activities
4. Religious activities organized by Christian groups.
5. Events organized by social welfare organizations.
6. Non-profit activities organized by reputable institutions in accordance with the law.

Political activities or the posting of political slogans and posters are not permitted in any of the facilities.

Article 3. Division of Management Responsibilities:

Venue	Unit Management	Venue	Unit Management
Chung Cheng Hall	Office of Student Affairs	Conference room	Colleges or the Office of General Affairs
Concert Hall	Office of Student Affairs	Facilities Available for Borrowing	Office of Academic Affairs Office of Continuing Education (Continuing Education Dedicated Classroom) Weekends and Holidays: Office of General Affairs, Office of Continuing Education Huai En Hall Weekends and Holidays: Office of Student Affairs
Student Center (including the square)	Office of Student Affairs	Chang Ching Yu Memorial Library Xiude Hall	Chang Ching Yu Memorial Library
Gymnasium, sports fields	Office of Physical	College Lecture Halls	College

	Education		
Swimming Pool	Office of Physical Education	Outdoor venue	Office of General Affairs
Holistic Complex Re-li Chapel	Chaplain's Office	Holistic Complex International Conference Hall	Office of Student Affairs
Holistic Complex Liang Jia Performance Hall	Department of Financial and Economic Law	Holistic Complex Muller Exhibition Hall	Secretariat
Student Dorm	Office of Student Affairs	Guest house	Office of General Affairs
Zong Zhuozhang Memorial Hall	Office of Student Affairs	Distance learning Classroom	Office of Academic Affairs
Qiu Lin Xinzhen Global Friendship Hall	Office of Student Affairs	Professional studio	Office of Academic Affairs
Feng Nga Song Music Center	Bachelor's degree project, College of Humanities and Education	Shiying Leadership Development Center Lecture Classroom, Shiying Leadership Development Center Classroom, Shiying Leadership Development Center Conference Room	Shiying Leadership Development Center
Comprehensive 309 Professional Classroom	Bachelor's degree project, College of Humanities and Education	Joint Administrative Service Center	Office of Academic Affairs

Article 4.

Procedure and Fee Standards for Borrowing:

1. External organizations borrowing the University's facilities shall be charged for venue and equipment maintenance fees, as well as venue operation fees (specific fee standards to be determined separately). However, projects approved by special authorization are exempt from these fees.
2. Internal Clubs and Academic Units (with accompanying project proposals) shall be charged for venue and equipment maintenance fees, except for administrative units. However, administrative units borrowing the facilities at the Shiying Leadership Development Center shall be subject to fees determined by the Shiying Leadership Development Center. (Additional venue operation fees apply for internal units borrowing during non-working hours)
3. For activities co-organized with external parties, an activity plan must be submitted, and a 50% discount will be applied based on the external fee standards.
4. Internal units should submit an application to the respective management unit using the "Chung Yuan Christian University Internal Venue Borrowing Application Form". The fee standards specified in Subparagraph 2, Paragraph 1

of this article shall be approved by the responsible person in the management unit. Applicants requesting free borrowing must apply to the Office of General Affairs.

5. External organizations should apply to the Office of General Affairs. After coordination with the relevant departments, approval shall be granted by the Director of General Affairs.
6. Internal units should submit their venue borrowing applications one week in advance, while external organizations should submit their applications one month in advance. After approval, the fees and venue restoration deposit must be paid at the Cashier's Office. The payment receipt should be presented to the respective venues for further arrangements.

Article 5. Usage Regulations:

1. The purpose of use should not be changed without authorization.
2. Smoking is strictly prohibited on campus and in event venues. The use of fireworks is prohibited on stages.
3. Without permission, the display of tea, beverages, and food inside the venue is prohibited to maintain cleanliness.
4. The using unit is responsible for maintaining cleanliness inside the venue and returning items to their original positions.
5. Temporary lighting or equipment must be installed and removed with prior approval.
6. The borrowing unit is liable for compensation for any equipment damage caused by human factors during use.
7. Venue setup and rehearsals should be conducted on the same day. Venue and air conditioning fees are charged during setup and rehearsal periods.
8. The use of the venue must conclude by 10:00 PM, and cleaning should be completed by 10:45 PM. For every hour of exceeding the allotted time, an additional 40% of the applicable fee per time slot will be charged.
9. If there is a need to install or display signs, flags, posters, balloons, etc, outside the venue, it must be stated in the application and returned to its original state after the event.
10. The borrowing unit is responsible for managing order and vehicle parking both inside and outside the venue. Due to limited space on campus, it is encouraged to use public transportation to access the campus and minimize the use of private vehicles to avoid parking difficulties.

Article 6. For any other matters not covered in these regulations, relevant school rules and regulations shall apply.

Article 7. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.

CYCU Internal Venue Borrowing Application Form

Section 1 (To be filled out jointly)			
Name of Borrowed Venue:			
Borrowing Time:	From	(Time: HH:MM) on	(Date: MM/DD/YYYY) (including rehearsal and setup time) to
		(Time: HH:MM) on	(Date: MM/DD/YYYY) (Day of the Week)
Rehearsal and setup time: (Period __ for academic borrowing)			
Proposed Fee Standards (Please check): <input type="checkbox"/> Internal Fee Standards <input type="checkbox"/> General Fee Standards			
Requested Support Items (Please check): <input type="checkbox"/> 1. Air conditioning <input type="checkbox"/> 2. Lighting <input type="checkbox"/> 3. Sound system <input type="checkbox"/> 4. Piano <input type="checkbox"/> 5. Projector <input type="checkbox"/> 6. Installation of licensed software <input type="checkbox"/> 7. Other (please specify)			
Additional Items for Concert Hall (Please check): <input type="checkbox"/> 1. Special lighting <input type="checkbox"/> 2. Changes to the sound system <input type="checkbox"/> 3. Changes to the lighting positions			
Number of external vehicles requesting access to the University premises:			
Section 2 (General Venue Borrowing)			
Name of Activity:			
Contents of activity:			
Participants: Total Number of Participants (Approximate):			
Section 3 (Borrowing for Student Classrooms):			
Department/Grade:		Course Name:	
		Course Code:	
Reason for Borrowing:			
Original Class Time: Week: Period:		Date (MM/DD/YYYY): Day of the Original Classroom: Number of students:	
Unit Supervisor or Club Advisor (Supervisor's signature is not required for borrowing conference rooms)	Venue Responsibility (Management) Unit	Office of Academic Affairs	Office of General Affairs
	Fee Venue: Air conditioning: Lighting: Sound system: Piano: Others: Total:	Office of Continuing Education	General Service Division: Facilities & Campus Maintenance Division:
Applicant	Undertaker: Supervisor:		Cashier Division
Tel. No: Date of Application: _____	Deposit: Venue Operation Fee:		Receipt Number:

Notes:

1. On the day of the event, please borrow waste sorting racks from the General Service Division and ensure proper waste sorting and recycling.
2. Fee standards can be downloaded from the "Administration Units -> Office of General Affairs " section on the University's homepage.
3. Please complete all application processes ten days before the event.
4. An additional venue operation fee of NT\$1,200 per time slot will be charged for borrowing during non-working hours.

This form consists of three copies:

- First copy: To be kept for reference by the venue responsibility unit (Red)
 Second copy: To be kept for reference by the General Service Division (Yellow)
 Third copy: To be kept by the applicant (White)