

NATIONAL TAIWAN UNIVERSITY

Directives for the Management of Venue Rentals at the Environmental Protection and Occupational Safety and Health Center

September 27, 2011 Passed by the 2,686th Administrative Meeting
 April 14, 2020 Passed by the 3,066th Administrative Meeting

- Article 1 The National Taiwan University (NTU or “the University”) *Directives for the Management of Venue Rentals at the Environmental Protection and Occupational Safety and Health Center* (“the Directives”) are formulated in accordance with the University’s *Directives for the Management of Venue and Equipment Revenues and Expenditures* to effectively manage rentals of the Sustainable Future Hall, Exhibition Room 101, and Classrooms 104/105 at the Environmental Protection and Occupational Safety and Health Center (“the EHS Center”).
- Article 2 Those wishing to rent a venue at the EHS Center shall fill out an application form and submit it together with the necessary event information to the EHS Center for approval. Eligible events include lectures and speeches, seminars/conferences, and other types of assemblies and activities approved by the EHS Center or the University.
- Article 3 Upon the EHS Center’s approval, renters shall pay a down payment in the amount of half the applicable rental fee within two weeks of the reservation, or the rental will be canceled. The outstanding rental fee shall be paid in full three days prior to the scheduled event date.
- Article 4 In the event that the EHS Center must use a venue for a particular reason, the original renter of the venue shall be notified at least one month prior to the scheduled rental date and shall receive a full refund of all fees paid. The original renter may not dispute the cancelation or ask for indemnification.
- Article 5 The following venue rental sessions are available: Full-day (8 a.m.–5 p.m.), morning (8 a.m.–12 p.m.), afternoon (1 p.m.–5 p.m.), and evening (6 p.m.–10 p.m.). The capacity and standard rental fee of each venue are listed in the table below:

Venue	Capacity	Rental fee (NT\$)			Notes
		Full day	Half day	Evening	
Sustainable Future Hall	160	13,000	7,000	8,000	1. Classroom 104 features wooden flooring with no fixed seating. 2. Audiovisual equipment and microphones are available at no additional charge at all venues (except for the broadcasting system at the Sustainable Future Hall). 3. An overtime fee will be assessed when venue usage exceeds the rental period by more than 15 minutes. The
Broadcasting equipment		2,500	1,500	2,000	
Exhibition Room 101	35	3,500	2,000	2,500	
Classroom 104	[1]	2,000	1,200	1,500	

Classroom 105	63	5,500	3,000	4,000	<p>overtime fee shall be prorated based on actual venue usage time.</p> <p>4. NTU units are entitled to a 30% rental fee discount except on Saturdays, Sundays, national holidays, and weekday evenings.</p> <p>5. Renters shall pay a security deposit of NT\$1,500, which will be refunded once the rented venue(s) and any accompanying equipment are returned.</p>
---------------	----	-------	-------	-------	--

- Article 6 Renters who decide not to use a rented venue after paying the rental fees will not receive a refund, except when a natural disaster or force majeure event renders a venue unusable, in which case the affected renter may submit a request letter for a refund to the EHS Center with a clear explanation.
- Article 7 The EHS Center reserves the right to terminate a rental immediately should the renter transfer the rented venue(s) to a third party without authorization, use the rented venue(s) for purposes not indicated on the application, or violate any government or the University's regulations. The renter may not object to such action.
- Article 8 Renters may neither move any of the EHS Center's facilities and equipment leased to them nor set up any of their own facilities and equipment at the EHS Center without authorization. Any facilities or equipment rented from the EHS Center shall be properly maintained. Renters shall be liable for any damages caused to said facilities and equipment.
- Article 9 Smoking is prohibited throughout the EHS Center. Food and beverages may not be brought into any rented venues at the EHS Center.
- Article 10 Renters must obtain the prior approval of the EHS Center before putting up any signage, posters, or promotional materials at the EHS Center, and they shall clean the rented venue(s) and remove any wreaths, flower baskets, and other items not belonging to the EHS Center on the day of the rental.
- Article 11 Renters shall appoint a person to safeguard any valuables, equipment, and documents brought into the EHS Center. The EHS Center disclaims any liability for loss of or damage to property.
- Article 12 The apportionment of revenues generated under the provisions herein shall be handled in accordance with the University's *Directives for the Management of Venue and Equipment Revenues and Expenditures*.
- Article 13 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.