

Rules of Campus Space Rental and Loan at I-Shou University

Adopted on May 8, 1993 by the Executive Board Meeting

- I. The Rules of Campus Space Rental and Loan at I-Shou University (hereinafter referred to as “the Rules”) are made with the aim of improving the management of meeting rooms and classrooms and providing proper places to administrative units for holding important meetings or academic activities and to faculty members and students for teaching and learning.
- II. The Office of General Affairs is responsible for managing the meeting rooms and classrooms on campus.
- III. Both administrative units and academic units may borrow any of the campus spaces for official purposes by following the procedure for rental and loan.
- IV. Types of meeting rooms are as follows:
 1. Conference rooms;
 2. Presentation rooms;
 3. Reception rooms;
 4. Amphitheatre classrooms;
 5. Auditorium of the Student Activity Center; and
 6. General classrooms.
- V. Procedure for Rental and Loan:
 1. Applying units shall complete and submit an application form to the General Affairs Section of the Office of General Affairs in advance if they want to borrow spaces rather than general classrooms. Applying units shall not use a space until the application has been approved.
 2. Applying units shall complete and submit a Classroom Booking Application Form to the Curriculum Section of the Office of Academic Affairs and the General Affairs Section of the Office of General Affairs for approval at least three days prior to the date of use if they want to borrow general classrooms. Applying units shall not use a general classroom until the application has been approved.
 3. If an organization from outside the University wants to borrow any campus space of the University, it shall seek approval from the University by sending an official document, and then request the Office of Secretariat or the Student Activity Section to complete and submit an application form to the General Affairs Section of the Office of General Affairs in advance.

- VI. To prevent any adverse impact on teaching and learning, the Office of General Affairs may invite related parties to set up a panel to review applications when any of the campus spaces is being applied for leisure activities, performances, competitions, and so on.
- VII. Audio equipment, air conditioners, and equipment for supplying water and electric power shall be provided or operated in accordance with the approved application form. Applying units shall pay close attention to safety when using electrical equipment. If additional power supply is needed, applying units shall contact the Construction and Maintenance Section of the Office of General Affairs first and shall not use any power supply without permission.
- VIII. Applying units shall notify the unit-in-charge if finding any equipment is damaged while in their possession. Disassembling or repairing the equipment without permission is strictly prohibited.
- IX. Applying units shall use the equipment carefully, return everything to its original place, clean the environment, put tables and chairs in order, take the garbage away, close doors and windows, and turn off the air conditioner and equipment after use.
- X. Posters or slogans shall not be put up without permission from the unit-in-charge, and they shall be posted on designated places. Any poster or slogan posted without permission or in an unauthorized place will be removed by the unit-in-charge at any time, and the applying unit posting putting up such poster or slogan shall have no objection. Furthermore, applying units shall be held liable for repair to or compensation for the damaged equipment if such damage is caused by the poster or slogan.
- XI. Applying units shall take full responsibility for repair to or compensation for any man-made damage to the equipment in their possession during the rental or loan period..
- XII. The Rules become effective after being adopted by the Executive Board Meeting and promulgated by the President. The same procedure applies to any amendment to the Rules.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.