

Regulations for Management of Campus Space Loan & Rental at I-Shou University

Approved by Executive Board Meeting on
December 05, 1991.

Chapter 1 General Principles

Article 1 To manage the affairs about loan and rental of the places at I-Shou University more effectively, I-Shou University (hereinafter referred to as the University) hereby makes the Regulations for Management on Campus Space Loan & Rental at I-Shou University (hereinafter referred to as the Regulations).

Article 2 Units which borrow or lease the places at the University shall be responsible of keeping or maintaining the facilities or equipments during the loan or lease term.

Article 3 Faculty members or students at the University may borrow the places of the University due to official affairs. Other groups outside the campus of the University are also permissible to borrow or lease the places under the situations without interfering the teaching, usage or safety on the campus of the University.

Article 4 Units which borrow or lease the places at the University must return the places in time.

Article 5 If the units borrow or lease the same places at the same time, the priority for using the places shall be determined by the importance of the activities listed as below in addition to the sequence of application:

1. Periodical assemblies at the University.
2. Activities for all of the teachers and students at the University, such as conferences, speeches, and seminars, etc.
3. Regular classes.
4. Temporary classes.
5. Other activities other than the ones for the whole university.

Article 6 All of the units which want to borrow or lease the places shall complete the procedures for borrowing or leasing the places at the University.

Chapter 2 Space Loan

Article 7 Objects:

1. All of the administrative and teaching units at the University.
2. Student clubs.

Article 8 Borrowing Procedures:

1. All of the administrative and teaching units at the University shall complete the related procedures according to the Notices to Campus Space Rental & Usage at I-Shou University.
2. Student clubs shall complete the related procedures by the Application Form of Extracurricular Activities and Application Form for Borrowing the Campus Spaces and Equipments for Extracurricular Activities issued by Student Activity Section according to the Notices to Campus Space Rental & Usage at I-Shou University.

Chapter 3 Rental

Article 9 Objects:

1. All of the administrative and teaching units and student clubs at the University. Each unit or student club shall be charged proper fees when holding activities.
2. Groups outside the campus of the University.

Article 10 Leasing Procedures:

1. All of the administrative and teaching units at the University shall complete the related procedures for space loan and rental according to the Notices to Campus Space Rental & Loan at I-Shou University.
2. Student clubs shall complete the related procedures by the Application Form of Extracurricular Activities and Application Form for Borrowing the Campus Spaces and Equipments for Extracurricular Activities issued by Student Activity Section according to the Notices to Campus Space Rental & Loan at I-Shou University.
3. Office of Secretariat and the Student Activity Section of the Office of Student Affairs shall complete the related leasing procedures for the groups outside the campus of the University according to the Notices to Campus Space Rental & Loan at I-Shou University after the application submitted by the groups to the University are approved.

Article 11 Expenses:

1. Each unit shall be charged the fees for borrowing or leasing the places at the University according to Notices to Campus Space Rental & Loan at I-Shou University.
2. Guarantee money is required to pay in advance when leasing the places at the University. As to the amount of guarantee money, it shall be determined based upon the Notices to Campus Space Rental & Loan at I-Shou University. Furthermore, the guarantee money shall be returned after the leased places are returned without any problems.

Chapter 4 Management of Space Loan & Rental

Article 12 Units in charge shall offer the water/ power supply, audio equipments, and air conditioners. The units which borrow or loan the campus spaces shall not turn on any equipments by their own without permission.

Article 13 Please inform the units in charge to fix or repair the malfunctioned equipments. Any units shall not disassemble or repair the equipments by their own without permission.

Article 14 All of the goods in the leased or borrowed places shall be returned to the original positions. Furthermore, keeping the environment clean, putting the tables and chairs in orders, cleaning the garbage, closing the doors and windows, and turning off the air conditioners and power sources are also required.

Article 15 All of the units shall not post the posters or slogans without permission, and the posters or slogans shall be posted at the positions designated by the units in charge. If the posters or slogans are posted without permission, the units in charge may tear the posters or slogans off, and the units which post the posters or slogans shall not have any different opinions about it. In addition, the units which borrow or lease the places at the University shall also take all of the responsibility to compensate or repair if the equipments or facilities are damaged by the posters or slogans.

Article 16 If the equipments or facilities are damaged due to the artificial reasons during the loan or lease period, the units which borrow or lease the spaces at the University shall be responsible for repair and compensation.

Chapter 5 Appendix

Article 17 The Regulations adopted by the Executive Board Meeting shall come into effect after they are approved and promulgated by the President. Amendments must also undergo the same procedures.

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