

國立中興大學學務處課外活動組場地租用辦法

Facilities for Extracurricular Group of National Chung Hsing University

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第一條 為使國立中興大學(以下簡稱本校)學務處課外活動組(以下簡稱課外組)所轄場地及其各項設備能有效使用及管理，特依本校場地設備管理租用暨收費辦法第三條規定，訂定本辦法。

Article 1 For the purpose of effectively using and managing the venues and various equipment under the jurisdiction of the Extracurricular Activities Group (hereinafter referred to as the Extracurricular Group) of the Affairs Office of National Chung Hsing University (hereinafter referred to as the University), these Measures are hereby formulated in accordance with Article 3 of the Rules for Renting and Charging the Venues and Equipment management of the University.

第二條 課外組目前開放借用場地，包括小禮堂、怡情廳、惠蓀堂地下一樓(課外組公共空間二處、南廣、北廣及其附屬通道)、圓廳(展演空間二處、三樓廣場)、雲平樓(討論室二間、會議室二間、團練室三間、興藝廳、一樓走廊、社課教室七間、舞蹈教室、草地舞台、雲平廳)等附屬活動空間。
上述場地之借用及管理皆依本辦法辦理。

Article 2 The Extracurricular Group is currently open to borrowing venues.
Including Small Auditorium, Yi-Qing Room, Basement floor of Hui-Sun Memorial Hall (2 public Spaces of the outer Group, South Site, North Site and North Link Aisle、South Link Aisle) Round Hall (2 performance Spaces and the square on the third

floor), Yun-Ping Building (2 discussion rooms, 2 meeting rooms, 3 League training rooms, Lecture Hall, corridor on the first floor, 7 social class classrooms, dance room, grass stage and Yunping Hall) affiliated activity space.

The borrowing and management of the above venues shall be handled in accordance with these Measures.

第三條

前條所述場地，其租借方式應依下列方式辦理。

- 一、課外組所轄場地係提供本校學生社團及系學會辦理活動，優先付費租借者享有使用權。
- 二、除本校學生、本校學生社團及系學會可透過校內學務資訊系統借用外，其他校內外單位場地借用請至課外組網頁下載「課外活動組場地借用申請單」、「場地使用費繳費通知單」及「場地清潔費繳費通知單」，填妥後送至課外組審核。
- 三、中等學校學生借用場地，須經學校老師或社團老師進行借用程序。
- 四、預約場地使用時間開始及結束前後十分鐘內，方可持證件及審核通過之申請單借用場地；如有提早場地佈置或活動後場地復原需求，請一併考量延長借用時段。
- 五、本校學生、各學生社團、系學會、行政或教學單位、校內團體及組織不得假藉任何理由，為他人借用本校場地設備，規避應負擔之收費，如經查明確有前開情事，將暫停借用權限一學期。
- 六、本校學生於活動當日欲借用居學園各空間，請另依課外組公共空間及器材注意事項辦理。

本校學生、各學生社團、系學會、行政或教學單位完成前項借用程序後，因故不使用時，至遲須於使用前七個工作日通知課外組取消；若不使用未通知課外組，該學期將自原預約日期起停止下列期間之借用權利：第一次停止借用權限三個月、第二次停止借用權限六個月、第三次停止借用權限一年。

但如遇停電、天災、或其他不可抗拒之因素，導致活動無法如期舉行，可與場地管理員確認後順延場地使用權利，保留期間以一年為限。

借用單位一旦提出申請，即視為已瞭解並同意本場地所提供之環境與設備，如遇不可抗力之因素，於申請後發生任何糾紛情事，請借用單位自行處理。

課外組僅提供活動場地租用，恕無法提供代保管、代放置、代搬運、代下載及代列印等相關服務，請借用者自行處理所屬物品、設備及資料，如有遺失或損毀，一概自行負責。

Article 3

The leasing method of the venue mentioned in the preceding article shall be handled in the following manner.

1. The venue under the jurisdiction of the Extracurricular group is provided for the activities of the student associations and departments of our university, and the person who pays the fee first has the right to use the venue.
2. Except for the students, student associations, and departments of the University who can borrow the venues through the Campus Information System, please

download the "Application Form for Borrowing the Venues of the Extracurricular Group", "Notice of Payment for Venue Fee" and "Notice of Payment for Venue Cleaning Fee" from the Extracurricular Group's website, fill it out and send it to the Extracurricular Group for approval.

3. Students in secondary schools need to go through the school teacher or the club teacher to borrow the venue.
4. Students can only borrow the venue within 10 minutes after the beginning and end of the booking time with the ID card and approved application form; If you need to arrange the venue in advance or restore the venue after the event, please consider extending the borrowing time.
5. Students, student associations, faculty associations, administrative or teaching units, organizations and organizations of the University shall not borrow the facilities of the University for any reason to avoid the charges that should be borne by them. If there is a previous case, the borrowing authority will be suspended for one semester. Students who wish to borrow space in the school on the day of the activity are requested to do so in accordance with the public space and equipment precautions of extracurricular groups.
6. Students who wish to borrow space in the school on the day of the activity are requested to do so in accordance with the public space and equipment precautions of extracurricular groups. Students, student associations, departmental societies, and administrative or teaching units of our school shall notify the extracurricular group of cancellation at least 7 working days before the use of the space if they do not use it for any reason after completing the above procedures; If you do not use the program without notifying the extracurricular group, the following periods of borrowing rights will be stopped from the original appointment date in this semester: the first time to stop borrowing rights for three months, the second time to stop borrowing rights for six months, the third time to stop borrowing rights for one year.

However, if the event cannot be held as scheduled due to power failure, natural disaster, or other irresistible factors, the venue can manage the right to use the venue will be extended after the confirmation of the manager.

The reservation period is limited to one year.

Once the borrowing unit makes an application, it shall be deemed that it has understood and agreed to the environment and equipment provided by the site. In case of force majeure, the borrowing unit shall handle any disputes after the application by itself. The extracurricular group only provides the venue for renting, and we are unable to provide related services such as storage, placement, handling, downloading and printing on behalf of the borrower. The borrower is requested to handle the belongings, equipment and materials by himself. If there is any loss or damage, he/she

will be responsible for it.

第四條 借用單位於借用期間需負責該場地之各項設備保管及維護，活動結束場地應保持整潔，室內陳設物品需恢復原狀(請詳閱各場地使用須知)，有遺失或損壞則須照價賠償。

課外組所轄場地全面禁止抽菸；借用單位辦理活動所製造之垃圾應依資源回收分類標準進行分類，並丟棄於指定垃圾桶內。若所製造之垃圾超出活動場地周遭所提供垃圾桶之容量，請借用單位自行清運處理。

借用單位應遵守下列場地使用規範及各場地公告之使用須知。

一、不得接裝未經同意或超出該場館電力負載之器具。

二、不得阻礙消防逃生動線、關閉消防燈具、使用消防設備電源插座等違反消防相關事項。

三、不得使用明火、爆裂物、高於一千瓦之電器用品及其他危險物品。

四、不得擅自讓渡或交換已核准之場地予其他單位。

五、活動中如有使用擴音相關設備，須遵守『行政院環境保護署噪音管制標準辦法』，如有違規情形須自負相關責任。校內活動涉及擴音設備須符合擴音設施噪音管制標準第七條，不得超過以下標準：

(一) 日間(七時至十九時)為七十二分貝

(二) 晚間(十九時至二十二時)為五十七分貝

(三) 夜間(二十二時至七時)為四十七分貝

Article 4 The borrowing unit shall be responsible for the storage and maintenance of all equipment of the venue during the borrowing period. After the event, the venue shall be kept clean and tidy, and the indoor furnishings shall be restored to their original state (read the use instructions of each venue for details). If there is any loss or damage, compensation shall be made according to the price. Smoking is completely prohibited in the venues under the jurisdiction of extracurricular groups; The waste produced by the borrowing units for the activities should be sorted according to the resource recycling classification standard and discarded in the designated garbage can. If the garbage produced exceeds the capacity of the garbage bins provided around the venue, the borrowing unit should remove and dispose of the garbage by itself.

The borrowing unit shall abide by the following site use regulations and the notice of use issued by each site.

1. Installations without permission or exceeding the electric load of the venue shall not be installed.
2. It is not allowed to obstruct the fire escape active line, turn off the fire lamp, use the power socket of fire fighting equipment, or other violations of fire control-related matters.
3. Open flame, explosive material, electrical appliances higher than one kilowatt and other dangerous goods shall not be used.
4. No unauthorized transfer or exchange of the approved premises to other units.

5. If there is any amplification-related equipment used in the activity, you shall abide by the "Standard Measures for Noise Control of the Environmental Protection Department of the Executive Yuan". If there is any violation, you shall take the relevant responsibility. Campus activities involving loudspeaker equipment shall conform to Article 7 of the Noise Control Standards for loudspeaker facilities, and shall not exceed the following standards:
- (1) 7 am till 7 pm: 72 decibel
 - (2) 7 pm till 10 pm: 57 decibel
 - (3) 10 pm till 7 am: 47 decibel

第五條

課外組所轄各場地設備之預約借用，以繳費完成作為該場地保留之依據，繳費須於活動開始前至少十個工作日前完成，如逾期未繳費者，取消保留借用權。前項場地借用之收費，應依下列規定辦理。

- 一、收費以時段計，每四小時計一時段(未滿四小時視為四小時計收，超過四小時以上得以二小時計算，每日開放使用時間為上午八時至晚間十時)，冷氣使用費以各場地冷氣儲值卡實際費用計收。
- 二、小禮堂專業音響使用費用計收請另參本校「學務處聲光器材借用辦法」。
- 三、中等學校學生、校內各單位及校內學生借用場地給予八折優待為原則，請於申請單上另附證明文件以利享有折扣，未檢附證明者視為一般借用。
- 四、課外組管理之學生社團及系學會辦理校內活動借用場地原則免費，惟雲平樓草地舞台、小禮堂、圓廳及惠蓀地下一樓南、北廣場須酌收清潔費：每時段三百元。如校內單位借用活動涉及收費(包含營隊、講座等)，則比照本條第三款給予八折優待辦理。
- 五、學務處處內單位辦理與學生事務相關活動及本校其它單位辦理全校性師生活動借用課外組場地得予以免收場地費，惟須酌收清潔費每時段三百元。
- 六、與會人員進入本校之停車管理費用另依「國立中興大學校園汽車機車停車收費要點」辦理。
- 七、課外組管理場地收費標準詳附件，所收費用均依規定提繳校務基金。如繳費完成後，非因不可抗力而不使用場地者，概不退費。如遇停電、天災、或其他不可抗拒之因素，導致影響活動之進行，本校不負任何賠償之責任。課外組如因特殊情事，須臨時收回已借出之場地設備，應事先通知借用者，並全額退回所繳交之費用。

Article 5

The reservation of the venue facilities under the jurisdiction of the extracurricular group shall be based on the completion of payment. The payment shall be completed at least 10 working days before the start of the activity. If the fee is not paid after the deadline, the reservation of borrowing right will be cancelled. The charge for borrowing the venue mentioned above shall be handled in accordance with the following provisions.

1. The charge is based on the time period. Every four hours shall be counted as one

time period (the maximum of four hours shall be counted as four hours, and the maximum of more than four hours shall be counted as two hours. The daily opening hours are from 8:00 a.m. to 10:00 p.m.) The air conditioning fee shall be charged on the actual charge of the air conditioning stored value card of each venue.

2. The fee for the use of the auditorium's professional audio system is charged. Please also refer to the "Measures for Borrowing Sound and Light Equipment" of the Academic Affairs Office.
3. Secondary school students, all units and students in the school to borrow the venue to give 20% discount as the principle, please attach a separate certificate on the application form to enjoy the discount, not check the attached certificate is regarded as general borrowing.
4. Student associations and departments managed by extracurricular Groups are free of charge for on-campus activities. However, the Grass stage of Yun-Ping Building, Small Auditorium, Round Hall and the South and North Site of the Hui-Sun Memorial Hall are subject to a cleaning fee of \$300 per hour. For on-campus activities involving charges (including camps, lectures, etc.), a 20% discount will be given in accordance with Paragraph 3 of this Article.
5. Students Affairs Office units for student affairs related activities and other units of the University for the whole school activities of teachers and students can use the extracurricular group site fee free, but the cleaning fee is 300 yuan per session.
6. Parking fees for participants entering the University shall be handled according to the "Key Points of Campus Parking Fees for Automobiles and Locomotives of National Chung Hsing University".
7. Please refer to the attachment for the fee standard of extracurricular group management site. All fees collected shall be submitted to the University administration fund in accordance with regulations. If the venue is not used due to force majeure, the fee will not be refunded. In the event of power failure, natural disaster or other irresistible factors affecting the activity, the school will not be liable for any compensation.

If the extra-curricular Group is required to temporarily withdraw the loaned equipment due to special circumstances, it shall notify the borrower in advance and refund the fee paid in full.

第六條 違反第四條規定及各場地使用須知者，除須負責因違規所肇生之危害或損壞，另視違規情況嚴重程度，課外組得於當下停止該單位借用場地之權利，暫停該單位借用課外組所轄場地六個月。

Article 6 Those who violate the provisions of Article 4 and the usage instructions of each venue shall be responsible for the harm or damage caused by the violation, and depending

on the severity of the violation, the extracurricular team may stop the unit from borrowing the venue and suspend the unit from borrowing the venue under the jurisdiction of the extracurricular team for six months.

第七條 非經許可，本組所轄場地內禁止煮食及提供含酒精性飲料。

Article 7 Cooking and serving of alcoholic beverages are prohibited in the premises under the jurisdiction of this Section without prior permission.

第八條 本辦法經學生事務長核定後施行，修正時亦同。

Article 8 These Measures shall come into force after being approved by the Dean of Students, and the same applies to amendments.

課外組所轄各場地收費標準

Fees for Each Venue Under the Jurisdiction of Extracurricular Groups

場地租用費 Rental Fee		租用費 (每一時段) Rental fee (Each session)	備註 Notice
收費項目 Rental Place	容納上限 Maximum capacity		
小禮堂 Small Auditorium	200 人 200 Person	12,000 元 12,000 NTD	一、每四小時計一時段(未滿四小時視為四小時計收，超過四小時以上得以二小時計算。 1. Every four hours shall be counted as one period (if less than four hours shall be counted as four hours if more than four hours shall be counted as two hours.) 二、享有折扣部分請參照第五條各款。 2. Please refer to Article 5 for discounts.
惠孫堂地下一樓 南廣、北廣 Hui-Sun Memorial Hall B1 The North Site, The South Site	200 人 200 Person	7,500 元 7,500 NTD	
雲平廳 Yun-Ping Open Space	150 人 150 Person	6,000 元 6,000 NTD	
F12 會議室 F12 Meeting Room	90 人 90 Person	6,000 元 6,000 NTD	
圓廳展演空間 圓廳 302、圓廳 303 Performance Space 302 Performance Space, 303 Performance Space	80 人 80 Person	9,000 元 9,000 NTD	
興藝廳 Lecture Hall	50 人 50 Person	4,500 元 4,500 NTD	
藏修坊、息遊坊、樂學坊、樂群坊 Workshop Corner, Recreation Corner, Philosopher Corner, Fellowship Corner	50 人 50 Person	4,500 元 4,500 NTD	
怡情廳 Yi Qing Room	40 人 40 Person	4,500 元 4,500 NTD	
舞蹈教室 Dance Studio	30 人 30 Person	4,500 元 4,500 NTD	
草地廣場 The Grass Stage	200 人 200 Person	3,000 元 3,000 NTD	
雲平 1 樓社課教室 F0、F2、F4、F6、F8、F10 Yun-Ping 1st Floor: F0, F2, F4, F6, F8, F10	40 人 40 Person	2,500 元 2,500 NTD	
雲平樓居學園會議室 會議室 A、會議室 B Yun-Ping Building: Meeting Room A, Meeting Room B	40/20 人 40/20 Person	2,500 元 2,500 NTD	