

## **The Guidelines for ‘The Management of the Department of English Facility Rental Service’**

- 104 Academic Year, 1st Semester, The 1st General Affairs Meeting Resolution (104.09.11)
- 104 Academic Year, 1st Semester, The 1st Department Affairs Meeting Resolution (104.10.16)
- 105 Academic Year, 1st Semester, The 2nd General Affairs Meeting Resolution (105.01.12)
- 107 Academic Year, 1st Semester, The 1st General Affairs Meeting Resolution (107.09.14)
- 107 Academic Year, 1st Semester, The Department Affairs Meeting Resolution (107.10.19)
- 107 Academic Year, 2nd Semester, The 4th General Affairs Meeting Resolution (108.06.11)
- 107 Academic Year, 2nd Semester, The Department Affairs Meeting Resolution (108.06.19)
- 108 Academic Year, 2nd Semester, The Department Affairs Meeting Resolution (109.06.12)
- 110 Academic Year, 1st Semester, The 1st General Affairs Meeting Resolution (110.09.15)
- 111 Academic Year, 2nd Semester, The 2nd Department Affairs Meeting Resolution (112.06.09)
- 112 Academic Year, 1st Semester, The 1st General Affairs Meeting Resolution (112.11.03)
- 112 Academic Year, 1st Semester, The 2nd Department Affairs Meeting Resolution (112.12.15)
- 113 Academic Year, 2nd Semester, The 1st General Affairs Meeting Resolution (114.03.13)
- 113 Academic Year, 2nd Semester, The 1st Department Affairs Meeting Resolution (114.03.21)
- 113 Academic Year, 2nd Semester, The 2nd Department Affairs Meeting Resolution (114.06.04)
- 113 Academic Year, 2nd Semester, The 2nd General Affairs Meeting Resolution (114.06.12)

- I. The Guidelines for ‘The Management of the Department of English Facility Rental Service’ (hereafter known as “the Guidelines”) is enacted to promote the efficiency of facility and equipment management.
- II. “Facility” in the guidelines is refers to all classrooms and facilities under the administration of the department, including:
  - 1. Language and Multimedia Classrooms: Cheng-701A, Cheng-701B, Chin-300, Chin-301 and Chin-302.
  - 2. Meeting Rooms: The International Conference Room (Cheng-8F), Meeting Room No.1 (Cheng-8F), Meeting Room No. 2 (Cheng-8F), Meeting Room No. 3 (Cheng-7F), Meeting Room No. 4 (Cheng-7F) and Periodical Room Meeting Room.
  - 3. Study Rooms: Teacher’s Study Room (Cheng-8F) and English Hub (Cheng-7F)
  - 4. Classrooms in the Yunhe Street Education Building: Yun-201, Yun-202, Yun-203 and Yun-204.
  - 5. Project Assistant Seats in Periodical Reading Room
- III 、 Guidelines for Class Scheduling:
  - 1. Language and Multimedia classrooms: Required courses within the English Department have a higher priority than other courses. Priorities within the required courses shall be determined on the following basis:
    - a. Undergraduate Program Lecture
    - b. Undergraduate and Graduate Program Computer Class
    - c. Advanced Lecture
    - d. Undergraduate and Graduate Writing Class
    - e. Honor English Program Lecture
    - f. Honor English Program Writing Class
    - g. Other Classes
  - 2. The Performance Arts Program has first priority for Chin-301.
- IV 、 Guidelines for Facility Rental and Reservations:
  - 1. Language and Multimedia classrooms and graduate school classrooms in the Yunhe Education Building are mainly used for required courses and are regulated under Article 3. During the school semester, these classrooms may be reserved or rented to other departments or non-NTNU institutes (hereafter, “rentee”) for meetings, conferences, seminars, presentations or language proficiency examinations.
  - 2. Meeting Rooms are mainly used for meetings, conferences, seminars, presentations and various other activities. It may be open to rentees if available. However, courses that were arranged to be taught in a regular classroom by the Academic Affair Office may not use a meeting room as their regular classroom. If for a specific reason a lecturer has to use the

meeting room for a class, the lecturer shall apply a week prior to the class. Such an application can only be made twice a semester. Meeting rooms can be prioritized for a rentee of the department if the purpose of the academic or administrative meeting is related to the department.

3. The teacher's study room is mainly used for academic research or supervision of the department's professors. The English Hub is mainly used for the department's undergraduate students to hold discussions relating to their school work, affairs of the department student association or other student activities. Neither study rooms is available for rent. The teacher's study room is only open for venue rental service for the university in the summer vacation.
4. Project assistant seats are prioritized for departmental project assistants; however, any vacant seats are available for long-term venue rental by other university offices.
5. Facilities are open for reservation during the following periods:
  - a. Monday~Friday: 8:00~12:00; 13:00~17:00; 18:00~21:00
  - b. Applications shall be submitted for non-office time, weekends and national holidays.

V、Rentees shall submit a completed application form a week prior to the proposed event. The following types of event will not be charged for use of the facility:

1. Academic, administrative or student affairs related events or departmental meetings.
2. Commissioned or funded Research Projects (i.e. MOST, MOE or other institutes) executed by full-time faculty members of the Department.
3. Academic or teaching conferences or research society meetings hosted or directed by full-time faculty members of the Department.

VI、Facility Rental Service Standard Rate:

1. The rental fee includes the rental fee and the service fee, but does not include the maintenance personnel fee. However, if the rental occurs during non-office hours, the rentee will be required to pay for part-time students. The rate shall be calculated in accordance with the minimum hourly wage as announced by the Ministry of Labor.
2. The rentee shall pay in full in accordance with Facility Rental Service Standard Rate and Open Hours (See attachment 3) at least 5 days prior to the reserved time.

VII、Guidelines for Facility Rental Service Rate Discount:

1. Rentees affiliated to NTNU may enjoy a 50% discount (service fee not included). The fee shall be paid via an interdepartmental transaction.
2. The project assistant seat is available at a special rate of NTD 4,000 per month. Please note that even if the seat is not rented for an entire month, the full monthly rate will still apply (including holidays).
3. The Department of English Student Association has to submit a proposal and balance sheet when renting facilities for summer camp activities. No fee is required.

VIII、Rentees must observe the following rules when using the facilities:

1. Decorations or changes of layout of the facilities must be approved by the department beforehand. If changes are made without approval, the department may ask the rentee to remove everything.
2. To keep the facility clean, smoking, eating and drinking, nailing or putting up posters are all forbidden. Posters and flyers must be removed once the event has ended.
3. Moving computers or other equipment, changes of power layout or the overdriving of facility electrics are forbidden.
4. Rentees shall safeguard their own belongings and equipment carefully. The department will not be liable for lost or damaged personal belongings and/or equipment.
5. Rentees are responsible for security whilst using the facilities.
6. Rentees shall use all the equipment in the facility appropriately. The rentee will be considered liable for any damage done to the rented facility.
7. After the event is over, rentees shall return the rented facility to its original state. Equipment that does not belong to the department must be removed.
8. In the case of cancellation or postponement, rentees are required to cancel the reservation in person or apply for a postponement at least 3 days prior to the original reservation time,

otherwise the fee will not be refunded.

9. Rentees that wish to change the reservation time after receiving approval from the department shall apply in accordance with the renting procedure.

10. Rentees cannot request a refund except for reasons of force majeure.

VIII 、 If the department has to retract the reserved facility for unexpected business needs, the rentee will be informed 7 days prior to the reserved time.

X 、 If a rentee commits the following acts of serious misconduct, the department will cancel or terminate the rental even if it was previously approved. The rentee will not be permitted to apply to rent facilities again and no refund will be given.

1. Holding a gathering or hosting speakers that violate government regulations or laws.

2. Disrupting public order and/or good social morals.

3. The actual activity is not as stated on the application and/or the rental has been transferred to other rentees.

4. Conducting commercial activities for private groups or for individual gain.

5. Hosting an event that might severely damage the facility.

XI 、 Prospective rentees must read and agree to all the regulations in the guidelines before submitting an application. Anyone who violates a regulation in the guidelines will be banned for a year. The rentee may not object to the ban.

XII 、 After passing the Committee of General Affairs and Space Management and Department Meeting, the guideline and rental rate shall be approved by the Chair for implementation. Any amendments will go through the same procedure.

## Facility Rental Fee Schedule

### Department of English, NTNU

#### Main Campus

Location	Capacity (ppl.)	Opening Hours		
		08:00-12:00	13:00-17:00	17:00-21:00
Cheng-701A (Lecture Room) <u>No food or beverages</u>	50	9,600	9,600	9,600
Cheng-701B (Lecture Room) <u>No food or beverages</u>	50	9,600	9,600	9,600
Chin-300 (Recording Room) <u>No food or beverages</u>	2	1,200	1,200	1,200
Chin-301 (Multimedia Classroom) <u>No food or beverages</u>	40	6,000	6,000	6,000
Chin-302 (Lecture Room) <u>No food or beverages</u>	40	9,600	9,600	9,600
Cheng-8F International Conference Room <u>No food or beverages</u>	51	7,200	7,200	7,200
Cheng-8F Meeting Room No. 1	18	3,600	3,600	3,600
Cheng-8F Meeting Room No. 2	8	2,400	2,400	2,400
Cheng-7F Meeting Room No. 3	42	7,200	7,200	7,200
Cheng-7F Meeting Room No. 4	8	2,400	2,400	2,400
Periodical Room Meeting Room	11	3,600	3,600	3,600
Teachers' Discussion Room (Available only for NTNU in summer vacation)	6	1,200	1,200	1,200
Project Assistant Seats in Periodical Reading Room	23 (It depends on the numbers of the project assistants.)	The project assistant seat is available at a special rate of NTD 4,000 per month. Please note that even if the seat is not rented for an entire month, the full monthly rate will still apply (including holidays).		

#### Yunhe Building

Location	Capacity (ppl.)	Opening Hours		
		08:00-12:00	13:00-17:00	17:00-21:00
Yun-201	30	3,600	3,600	3,600
Yun-202	20	3,600	3,600	3,600
Yun-203	15	2,400	2,400	2,400
Yun-204	15	2,400	2,400	2,400

Notes:

1. Additional fees will be charged for off-hours (subject to the number of hours of part-time students at their minimum hourly wage).
2. Other NTNU academic units may rent facilities at a 50% discount (not including service fees).
3. Please notify the department and pay the cleaning fee first if renting between 12:00-13:00.
4. Overtime charge: 1.5 times the original rate if less than 2 hours; the original rate after 2 hours.

# Facility Rental Application Form

## Department of English, NTNU

**Department Office**

TEL : (02)7749-1803

FAX : (02)2363-4793

Unit	<input type="checkbox"/> Department of English <input type="checkbox"/> Others :	Date	YYYY/MM/DD
Event			
Contact Person		Mobile No.	E-mail
Facility	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/>Cheng-701A (Lecture Room)  <input type="checkbox"/>Cheng-701B (Lecture Room)  <input type="checkbox"/>Chin-300 (Recording Room)  <input type="checkbox"/>Chin-301 (Multimedia Classroom)  <input type="checkbox"/>Chin-302 (Lecture Room)  <input type="checkbox"/>Cheng-8F International Conference Room  <input type="checkbox"/>Cheng-8F Meeting Room No.1  <input type="checkbox"/>Cheng-8F Meeting Room No.2  <input type="checkbox"/>Cheng-7F Meeting Room No.3  <input type="checkbox"/>Cheng-7F Meeting Room No.4  <input type="checkbox"/>Periodical Room Meeting Room  <input type="checkbox"/>Yunhe-201  <input type="checkbox"/>Yunhe-202  <input type="checkbox"/>Yunhe-203  <input type="checkbox"/>Yunhe-204  <input type="checkbox"/>Teacher's Discussion Room            (Teacher's Discussion Room is available only for NTNU in summer vacation.)  <input type="checkbox"/>Project Assistant Seat in periodical room         </div> <div style="width: 50%;">           Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            Date : _____ Time : From _____ to _____            From _____ (date) to _____ (date)         </div> </div>		
<p>※I, _____, have read and agreed to the rules and regulations regarding the facility and rental service of the Department of English, NTNU. (Unsigned applications are invalid.)</p> <p>※You are deemed to know and agree to the all rules and regulations regarding the facility and space rental service when submitting an application. For future information, please read the <i>The Guidelines for 'The Management of the Department of English Facility Rental Service'</i>.</p> <p>※Charges for the facility rental service are made according to the following time slots: Morning (08:00-12:00) 、 Afternoon (13:00-17:00) 、 Evening (17:00-21:00)</p> <p>※Faculty and staff may register for authorization for the door lock or borrow a key for the facility, but forging a new key without permission is forbidden. Before departure, please make sure to turn off the light, A/C, other electronic devices, clean the room, and restore the facility to its original state. Applicants who fail to do so follow will be punished in accordance with Clause 9 of the regulations.</p> <p>※Overtime charge: 1.5 times original rate if less than 2 hours; the original rate after 2 hours</p>			
<b>Approval Slip</b>			
Total amount charged : _____NT\$; Approval Date: <u>YYYY/MM/DD</u>			
Staff	Stamp		
Notes			