

# National Sun-Yat Sen University College of Management

## Regulations for Facility Management and Rates & Charges

Approved by the 4<sup>th</sup> Directors Council on November 9, 2011, Academic Year 100  
 Approved by the 2<sup>nd</sup> College Affairs Council on November 15, 2011, Academic Year 100  
 Approved by the 2<sup>nd</sup> Administrative Committee on Coordination on November 17, 2011, Academic Year 100  
 Amended and Approved by the 8<sup>th</sup> Administrative Council on December 28, 2011, Academic Year 100  
 Amended and Approved by the 1<sup>st</sup> Extraordinary College Affairs Council on October 14, 2015, Academic Year 104  
 Amended and Approved by the 6<sup>th</sup> Administrative Council on November 11, 2015, First Semester of Academic Year 104  
 Amended and Approved by the 4<sup>th</sup> College Affairs Council on May 9, 2017, Academic Year 105  
 Amended and Approved by the 8<sup>th</sup> Administrative Council on May 31, 2017, Second Semester of Academic Year 105  
 Amended and Approved by the 3<sup>rd</sup> College Affairs Council on March 10, 2020, Academic Year 108  
 Amended and Approved by the 6<sup>th</sup> Administrative Council on March 29, 2020, Second Semester of Academic Year 108

Article 1. These regulations regarding facility management and rates of charge were stipulated in accordance with the provisions of the University's 'Standards for the Rate & Charges of Building Space' to effectively manage the use of the College of Management's facilities.

Article 2. The College's classrooms shall be available to all College units for academic activities such as teaching, lectures, seminars and symposiums; non-college use is only permitted for the activities mentioned above. To reserve these facilities, a space reservation request form (see attachment 1) must be filed. Upon approval by the College, the reservation must be confirmed and paid three days prior to the event. Failure to provide confirmation and payment on time will be considered as a forfeited reservation. If for any reason the reservation must be cancelled, advanced notice is required. Failure to provide advance notice may result in the future loss of space reservation privileges.

Article 3. Table of Rates & Charges for Non-College Use of Facilities:

| College of Management Facility Rates & Charges |                           |                                   |                    |
|--|---------------------------|-----------------------------------|--------------------|
| NO.  | Capacity/ Number of Seats | Rental Rates per hour (unit: NTD) |                    |
|  |                           | For non-university use            | For university use |
| CM1023   | 50                        | 1,000                             | 500                |
| CM2025   | 50                        | 1,000                             | 500                |
| CM3015   | 84                        | 1,100                             | 550                |
| CM3017   | 68                        | 1,000                             | 500                |
| CM3019   | 68                        | 1,000                             | 500                |
| CM3022   | 50                        | 1,000                             | 500                |
| CM3035   | 54                        | 1,000                             | 500                |
| CM3038   | 42                        | 1,000                             | 500                |
| CM4036   | 68                        | 1,100                             | 550                |
| CM4069   | 68                        | 1,100                             | 550                |
| CM4078   | 55                        | 1,000                             | 500                |
| CM2023   | 40                        | 2,000                             | 1,000              |
| CM3051   | 65                        | 2,500                             | 1,250              |
| CM2037   | 80                        | 1,200                             | 600                |
| CM4112   | 80                        | 1,200                             | 600                |
| CM1037   | 105                       | 1,200                             | 600                |
| CM1037   | 60                        | 1,100                             | 550                |
| CM1032   | 60                        | 1,100                             | 550                |
| CM0052   | 120                       | 900                               | 450                |

Details :

1. All College of Management classrooms are prepped with air-conditioning, projectors, computers,

speakers and other equipment, hence, fees for water and electricity, space maintenance, equipment maintenance and cleaning are included in the rental rates.

2. Rental rates are charged on an hourly basis. Usage for less than an hour will be considered as one-hour reservations.
3. A forty percent discount off the ‘university rental rate’ shall be given to reserving groups when co-hosting events with organizations affiliated with the College of Management.
4. A twenty percent discount off the ‘non-university rental rate’ shall be given to off-campus reserving groups when co-hosting events with university-affiliated units.
5. Alumni making reservations under the name of companies or organizations will be charged at the non-university rental rate. A twenty percent discount shall be given to alumni of the College of Management, whereas a ten percent discount shall be given to all other university alumni.
6. For non-College use, space reservations are in general available for business hours only. Usage during non-business hours will require an extra overtime charge (as defined by the university) to facilitate access control and equipment usage.
7. To support the university’s student organizations and club activities, the College shall provide an E-learning classroom during business hours for four hours per semester at a rental rate that consists only of water, electricity and cleaning fees (charged at fifty percent the rental rate for university use). The classroom number shall be announced once each semester’s course schedule has been confirmed.
8. The College reserves the right to confirm and approve of the reserving party’s identity, rental rate and reservation.
9. According to the law, an extra sales tax (5%) shall be charged if the title of the receipt is not a university affiliated organization.

#### Article 4. Rules and Regulations for Use of Facilities:

1. Groups are responsible for maintaining the cleanliness of the interior and exterior of the space. Items and trash that did not belong to the original space should be removed from the space immediately upon the conclusion of the event. The College will not be responsible for any items left behind.
2. Groups are to maintain all facility equipment. If equipment failure occurs during usage, please contact the Dean’s Office. Equipment shall not be moved or set up without prior permission. If any equipment is damaged, the reserving party will be responsible for the full compensation of damages, as well as the restoration of damages.
3. The College reserves the right to discontinue activities if the reserving party transfers the space to another party for use or conducts activities that do not match the reservation request, or if activities violate the law or university rules. Rental fees will be non-refundable and reservation privileges will be revoked. Serious violations will be reported to the university.
4. Reserving parties are responsible for maintaining the safety of the facility and of participating personnel throughout the reservation period.

#### Article 5. These regulations, as well as its amendments, shall be effective upon approval by the University Administrative Council.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

## 國立中山大學管理學院場地收費及管理要點

100年11月9日 100學年度第4次主管會議通過  
 100年11月15日 100學年度第2次院務會議通過  
 100年11月17日 100學年度第2次行政協調會報通過  
 100年12月28日 100學年度第8次行政會議修正通過  
 104年10月14日 104學年度第1次臨時院務會議修正通過  
 104年11月11日 104學年度第1學期第6次行政會議修正通過  
 106年5月9日 105學年度第4次院務會議修正通過  
 106年5月31日 105學年度第2學期第8次行政會議修正通過  
 109年3月10日 108學年度第3次院務會議修正通過  
 109年4月29日 108學年第2學期第6次行政會議修正通過

一、為有效管理本院各類型場地使用，依據「本校館舍場地收費準則」，訂定管理學院場地收費及管理要點。

二、本院教室提供院內各單位之教學、演講、座談會、研討會等學術活動使用；院外單位借用亦僅限上述活動。借用者應先填具場地借用申請表（如附件一），經本院審核同意後，於活動開始前三天確認及辦理繳費逾期以棄權論；如因故取消借用應提早通知，否則將不再借用。

三、本院場地院外借用收費一覽表：

| 管理學院場地收費標準    |          |      |            |       |    |
|---------------|----------|------|------------|-------|----|
| 場地名稱          | 空間編號     | 容納人數 | 場地費（元/每小時） |       | 備註 |
|               |          |      | 校外         | 校內    |    |
| 舊館一樓 E 化教室    | 管 CM1023 | 50   | 1,00       | 500   |    |
| 舊館二樓 E 化教室    | 管 CM2025 | 50   | 1,00       | 500   |    |
| 舊館三樓 E 化教室    | 管 CM3015 | 84   | 1,10       | 550   |    |
| 舊館三樓 E 化教室    | 管 CM3017 | 68   | 1,00       | 500   |    |
| 舊館三樓 E 化教室    | 管 CM3019 | 68   | 1,00       | 500   |    |
| 舊館三樓 E 化教室    | 管 CM3022 | 50   | 1,00       | 500   |    |
| 舊館三樓 E 化教室    | 管 CM3035 | 54   | 1,00       | 500   |    |
| 舊館三樓 E 化教室    | 管 CM3038 | 42   | 1,00       | 500   |    |
| 舊館四樓多功能 E 化教室 | 管 CM4036 | 68   | 1,10       | 550   |    |
| 舊館四樓個案教室      | 管 CM4069 | 68   | 1,10       | 550   |    |
| 舊館四樓 E 化教室    | 管 CM4078 | 55   | 1,00       | 500   |    |
| 舊館二樓電腦教室      | 管 CM2023 | 40   | 2,00       | 1,000 |    |
| 新館三樓電腦教室      | 管 CM3051 | 65   | 2,50       | 1,250 |    |
| 新館二樓個案教室      | 管 CM2037 | 80   | 1,20       | 600   |    |
| 新館四樓個案教室      | 管 CM4112 | 80   | 1,20       | 600   |    |
| 新館一樓演講廳       | 管 CM1037 | 105  | 1,20       | 600   |    |
| 新館一樓 E 化教室    | 管 CM1032 | 60   | 1,10       | 550   |    |
| 新館地下一樓演講廳     | 管 CM0052 | 120  | 90         | 450   |    |

說明：

- (一)管院所有教室皆有冷氣、單槍、電腦、音響設備等設施，故場地使用費含水電、場地維護、設備維護及清潔等費用。
- (二)場地使用費以「小時」計費，未滿一小時者仍以一小時計算。
- (三)使用單位如與院內單位合辦活動，以校內收費標準打六折。
- (四)校外單位與校內單位合辦以校外收費標準打八折。
- (五)校友如以公司機關團體申請場地租借以校外單位標準計價，本院校友八折計價，其他校友打九折計價。
- (六)如非本院單位借用，借用時間以上班時間為原則；非上班時間需另行支付加班費用(依校方規定給付)，以協助門禁管制及相關設備使用及諮詢。
- (七)支持本校學生組織及社團活動，在不影響院內教學、研究活動下，提供一間 E 化教室於正常上班時間內，每學期 4 小時僅支付水電清潔費用之借用(以校內收費標準五折計費)，教室編號於每學期課表確認後公告。
- (八)借用人員身分、場地計價及借用時間的確認，最後由本院審核後核定。
- (九)收據抬頭如為校外單位需依法收取營業稅(5%)。

四、使用規則：

- (一)使用單位應負責教室內外整潔，非屬原場地內物品及垃圾，使用後應立即清除或運離，本院不負保管責任。
- (二)使用單位應妥善維護場地內各項設備，使用期間若遇設備故障，請聯絡管院辦公室處理，未經許可不得擅自移動或私自架設，如有毀損應負責照價賠償。
- (三)申請借用者，如逕自轉借他人、使用事實與申請登記內容不符或違背政府法令及學校規定者，本院有權立即停止使用，除所繳費用不予退還且以後不予借用外，情節嚴重者並報校處理。
- (四)借用單位或機構於借用期間對於場地及人員之安全維護應自行負責。

五、本要點經校行政會議通過後實施，修正時亦同。