

National Sun-Yat sen University College of Management Regulation Governing the Space Management in the 11th Floor of the Library Building

Approved by the 4th College Affairs Council Committee on April 26, 2016, Academic Year 104

Approved by the 9th Administrative Council on June 15, 2016, 2nd Semester of Academic Year 104

Amended and Approved by the 1st College Affairs Council Committee on September 25, 2018,

Academic Year 107

Amended and Approved by the 4th Administrative Council on October 31, 2018,

1st Semester of Academic Year 107

Amended and Approved by the 3rd College Affairs Council Committee on March 6, 2019, Academic Year 107

Amended and Approved by the 3rd Administrative Council on March 20, 2019

2nd Semester of Academic Year 107

Article 1. This guideline was put in place according to the Article 5 of the university's 'Standards for the Rate of Charges for Building Space', to effectively manage the 11th Floor space of the Library.

Article 2. This space shall be used mainly as class space for EMBA or as event space for academic activities such as speeches, forums or conferences. Non-college use is permitted only when the meeting rooms in the International Research Building are not available for reservation, or with proof that the reserving party is ineligible to use International Research Building space.

'College-use' is referred to here as departments, institutes, programs or centers affiliated with the College, whom serve as the main (or supporting) host of the event.

Article 3. To reserve this space, a space reservation request form (see attached) shall be submitted at least one month prior to the event. Upon evaluation and approval by the College, the reservation must be confirmed and paid within five days of approval. Failure to provide confirmation and payment on time will be considered as a forfeited reservation. If for whatever reason the reservation must be cancelled, advanced notice is required. Failure to do so may result in the loss of future space reservation privileges.

In the case when the space becomes required for a particular situation, the College reserves the right to re-schedule or cancel reservations with full refund (and no interest). The reserving party waives all rights to refuse to cooperate.

Article 4. The rate of charges for using the space is described in Attachment 1. For the use of departments affiliated with the College, a sixty percent discount is applied. For the use of all other departments affiliated with the University, a fifty percent discount is applied. Twenty percent of the earnings serve as the university's administrative maintenance fee.

In general, space reservations can be made for business hours. Usage during non-business hours will require an extra overtime charge (as defined by the university) to facilitate access control and equipment usage.

Article 5. Reservations are not granted for the activities below. Approved reservations that engage in the following activities must immediately be discontinued.

- 1- Activities that violate the law and public policy
- 2- Activities that are against good morals
- 3- Activities that do not match the reservation request or if the space is transferred to someone else for use
- 4- Activities that will cause serious damage to the meeting rooms and equipment

- Article 6. Please be mindful of the common property. The group that reserved the space will be responsible for the full compensation of damages, as well as the restoration of damages. Groups are responsible for maintaining the cleanliness of both 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 is not responsible for any items left behind.
- Article 7. Groups are not to use any equipment without prior approval. If groups wish to use any of the College's existing equipment, please make prior arrangements with the staff. Please contact the space manager prior to adding or using any equipment.
- Article 8. Groups who wish to video-record or use live broadcasting are required to seek approval from the College prior to doing so. Groups are required to bring their own equipment. If groups wish to use any of the College's existing equipment, please make prior arrangements with the staff.
- Article 9. This guideline, as well as its amendments, are effective upon approval by the College Affairs Council and the 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.

Attachment 1. National Sun Yat-Sen University College of Management Rate of Charges for using the 11th Floor Space of the Library (Amendment draft)

Location	Rate of Charges (per time block)	Number of seats	Space Equipment
1101 國際會議廳	40,000	130 seats	PowerPoint screen, Main projector, Side-projector
1103 Classroom A	20,000	78 seats	Whiteboard, Touchscreen television, PowerPoint screen, Projector*2
1105 Classroom B	20,000	78 seats	Whiteboard, Touchscreen television, PowerPoint screen, Projector*2
1107 Discussion Room 1	5,000	10 seats	Whiteboard, Monitor
1108 Discussion Room 2	7,000	32 seats	Whiteboard, PowerPoint screen, Projector
1109 Discussion Room 3	6,000	15 seats	Whiteboard, PowerPoint screen, Projector
1102 Social Room	20,000	-	
VIP Guest Room	5,000		
Details	<ul style="list-style-type: none"> ● Time blocks are as follows: Morning 8:00~12:00, Afternoon 13:00~17:00, Evening 18:00~22:00. Each time block consists of four hours. Reservations less than four hours long will be considered as a four-hour registration. In the case of usage beyond the reserved time block, the fee for the next time block will be charged. ● The rates of charges for the space include maintenance fees, cleaning fees, electricity charges and space equipment charges (projector and monitors). ● Decorations and Rehearsal dates will be charged at an 80% discounted fee ● If it is necessary to dine in the common area, an extra NTD \$2,000 cleaning fee will be charged per day (not charged by number of meals). In the case of damage to the sofa or carpet, the cost of cleaning or replacement will be charged for compensation. ● For all-day reservations of the International Meeting Room, Discussion Room 4 (i.e. the VIP Guest Room) will be available for guests to rest during lunch ● Aside from the common space area, no food or drink is allowed in the space (water and bottled water are allowed) ● An extra overtime fee shall be charged for use during non-business hours (charged according to Labor laws) ● According to the law, an extra sales tax (5%) shall be charged if the title of the receipt is not a university affiliated unit 		

國立中山大學管理學院圖資 11 樓管理要點

105.04.26 104學年度第4次院務會議通過
105.6.15 104學年度第2學期第8次行政會議通過
107.9.25 107學年度第1次院務會議修正通過
107.10.31 107學年度第1學期第4次行政會議修正通過
108.03.06 107學年度第3次院務會議修正通過
108.03.20 107學年度第2學期第3次行政會議修正通過

- 一、為有效管理本院所屬圖資11樓場地，依據本校「館舍場地收費準則」第五條規定訂定本要點。
- 二、本場地以提供 EMBA 上課、院內各單位之演講、座談會或研討會等學術活動使用為原則；若為院外單位借用，需當日本校國研大樓相關會議廳無法借用或借用單位證明國研大樓場地不符合活動使用者。
所稱院內單位，係指本院所屬系、所、學程、中心為主(協)辦辦理之活動。
- 三、本場地之借用，原則應於一個月前提具場地申請表(如附件)申請，經本院審核同意後於五日內確認及辦理繳費，逾期以棄權論；如因故取消借用應提早通知，否則不再借用。
如借用之場地，本院有臨時特殊狀況需使用時，得通知原申請單位改期或解除借用，並無息退還應繳之費用，申請單位不得異議。
- 四、場地分攤標準如附件1，如為院內單位借用以分攤標準4折計算、如為校內其他單位借用以分攤標準5折計。本場地收入20%為校行政管理費。
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。
- 五、活動內容有以下情事者，不予借用，已核准者立即停止其使用。
 - 1、違反政府法令及政策。
 - 2、妨害社會善良風俗。
 - 3、與申請登記不符或將場地轉讓他人使用。
 - 4、有嚴重損害會議廳之各項設施之虞。
- 六、使用場地應愛惜公物，若有毀損應照價賠償，其佈置及復原工作應由申請單位負責辦理。使用單位應負責場地內外整潔，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。
- 七、借用單位未經同意，不得擅自使用各項設備，如須使用本場地之原有設備應予本場地之相關人員協調之；若須臨時加用或加接任何設備，應先接洽場地管理員辦理。
- 八、借用單位如需現場錄影(音)或實況轉播，需經本院同意，並自備器材。如需使用本院之原有設備應予本院之相關人員協調之。
- 九、本要點經院務會議及行政會議通過後後施行，修正時亦同。

附件1 國立中山大學管理學院圖資11樓場地使用分攤標準(修正草案)

場地	場租費用(每時段)	座位數	場地設備
1101國際會議廳	40,000	130席	投影布幕、主單槍、側單槍
1103教室 A	20,000	78席	白板、觸控電視、投影布幕、單槍*2
1105教室 B	20,000	78席	白板、觸控電視、投影布幕、單槍*2
1107研討室1	5,000	10席	白板、顯示器
1108研討室2	7,000	32席	白板、投影布幕、單槍
1109研討室3	6,000	15席	白板、投影布幕、單槍
1102交誼廳	20,000	-	
貴賓室	5,000		
說明	<ul style="list-style-type: none"> ● 時段區分如下：早上 8：00~12：00，下午 13：00~17：00，晚上 18：00~22：00，每時段計四小時，不足四小時以四小時計，超出時間加收下一時段之費用。 ● 場租費用包含場地維護費、清潔費、電費及空間設備使用費(投影及顯示器)。 ● 場佈彩排日為上開費用 2 折。 ● 如需於公共區域用餐，每日加收清潔費 2,000 元(不以用餐次數計算)；如有汙損沙發地毯等，則依清潔費或更新費用照價賠償。 ● 全天租用國際會議廳場地者，中午可使用研討室 4(貴賓室)供來賓休息。 ● 除公共區域外，各場地內禁止攜帶飲料、食物(白開水、杯水可攜入) ● 非上班時間需另行支付加班費用(依勞基法規定給付) ● 收據抬頭如為校外單位需依法另收取營業稅(5%)。 		