Standard Charge List for Renting Space and Equipment in the Classroom Buildings (Tax not included)

Item			Half-day	Full day	Nighttime	Notes		
200,000,000				0800-1200	T till tay	Tylghtime	1. Cleaning fee: including	
(Including time for setting up the venue)				1300-1700	0800-1700	1800-2200	water, electricity, solid waste disposal fees, and	
Clea	D11	Under 10 classrooms	Under 50 people	\$2,000 per room \$3,80	\$3,800 per room	\$3,800 per room	equipment and facility fees (including	
			51-100 people	\$2,200 per room	\$4,200 per room	\$4,200 per room	classroom desks, chairs, and fans; excluding air conditioning and	
			101-200 people	1 X / 400 per room 1 X4 but per room 1 X4	\$4,600 per room	audiovisual equipment)The applicant renting		
			More than 201 people	\$2,600 per room	\$5,000 per room	\$5,000 per room	more than five classrooms equipped	
		More than 11 classrooms	Under 50 people				with air-conditioning and audiovisual equipment during the same session will	
			51-100 people			receive a 20 percent discount on air- conditioning and		
			101-200 people		audiovisual equipment fees; the applicant renting more than 10 classrooms during the same session will receive a 30 percent discount. The airconditioning temperature should be set according to NTU's regulations.			
			More than 201 people					
	Boya Lecture Bldg. Classroom 101 (accommodate 400 people)			\$4,000	\$8,000	\$8,000	3. Do not exceed the rental time for more	
	Boya Lecture Bldg. Classroom 102 (accommodate 279 people)			\$3,000	\$6,000	\$6,000	than an hour. Exceeding the rental	
	Boya Lecture Bldg. Classroom 103 (accommodate 278 people)			\$3,000	\$6,000	\$6,000	time will incur an additional fee based or	
	Lecture Hall	(accommoda	ate 568 people)	\$40,000	\$80,000	\$80,000	the average hourly rate of the rental session.	
Air-c	conditioning Fee			\$1,500 per room	\$3,000 per room	\$2,000 per room	Exceeding less than an hour will be charged a the full hourly rate.	
	Electronic Equipment (including computers, projectors, and screen)	nent ling 5500- ters, lumen tors, and	Room with one projector	\$2,000 per set	\$3,000 per set	\$2,000 per set	4. The unit requesting extra time for setting up	
			Room with two projectors	\$2,200 per set	\$3,200 per set	\$2,200 per set	the venue will be charged an additional fee based on the average hourly rate of	
Aud iovi sual Equi pme nt Fee			Room with three projectors	\$2,400 per set	\$3,400 per set	\$2,400 per set	the rental session with a 50 percent discount.	
			Room with four projectors	\$2,600 per set	\$3,600 per set	\$2,600 per set	5. NTU does not provide non-NTU units with Wi-Fi services. For	
	Laptop computer			\$2,000 per computer	\$3,000 per computer	\$2,000 per computer	those who have rented the audiovisual equipment, NTU will provide a computer with internet access.	
	Laser pointer			\$100 per pointer	\$150 per pointer	\$100 per pointer	6. Non-NTU units will be	
	Multimedia Push System (Common Subjects, Freshman, and Putong Lecture Building)			\$500 per monitor	\$750 per monitor	\$500 per monitor	charged all tax receivable. 7. Staff management fee:	
	LED Line Display Board (Putong Lecture Building)			\$2,000 per board	\$3,000 per board	\$2,000 per board	\$1,200 per session	

Four-screen video wall (1F of Boya Lecture Building)	\$2,000 per wall	\$3,000 per wall	\$2,000 per wall	during daytime and \$1,500 per session during nighttime (use
Eighteen-screen video wall (2F of Zonghe Lecture Building)	\$5,000 per wall	\$7,500 per wall	\$5,000 per wall	advance or exceeding the rental time will be charged an additional fee of \$300 per hour during daytime and \$375 during nighttime Using less than an howill be charged at the full hourly rate.) Renting the equipme of the Conference Room will be charged an additional fee of \$500 per session. The staff management fee will be charged twick for renting more than 11 rooms.

Standard Charge List for Renting Art and Culture Space in Boya Lecture Building (Tax not included)

Open space	Fees	s (daily)	Notes
	Non-NTU	NTU unit	
Exhibition Walls & Columns along the Central Hall on the first floor	\$6,000	\$3,000	
Books Area at the West Hall	\$3,000	\$2,000	

博雅教學館一樓藝文空間平面圖



Standard Charge List for Renting Open Learning Space in Zonghe Lecture Building (Tax not included)

Rented Venue	Open Le Lecture	arning Space i Building	First floor capacity: 103 people Second floor capacity: 84 people		
Rental Session	Half-day	Full day	Nighttime	Notes: 1. Cleaning fees: including water, electricity,	
(including time for setting up the venue)	0800-1200 1300-1700	0800-1700	1800-2200	solid waste disposal fees, and equipme and facility fees (including classroom desks, chairs, and fans; excluding air conditioning and audiovisual equipmer NTU units will receive a 50 percent	
Cleaning Fee	\$2,000 per room	\$3,800 per room	\$3,800 per room	discount for the cleaning fees. For any of the following circumstances, the discount will be 20 percent: (1) The event is co-organized with non-NTU units (2) The event is sponsored by non-NTU units (3) The event charges the participants	
Projector and Equipment Fee	\$2,000 per set	\$3,000 per set	\$2,000 per set	an hour will be charged at the full hourly rate. 4. The unit requesting extra time for setting	
Air-conditioning Fee	\$1,500 per room	\$3,000 per room		up the venue will be charged an additional fee based on the average hourly rate of the rental session with a 50 percent discount. 5. NTU does not provide non-NTU units with Wi-Fi services. 6. Non-NTU units will be charged all tax receivable. 7. Staff management fee: \$1,200 per session during daytime and \$1,500 per session during nighttime (use in advance or exceeding the rental time will incur an additional fee of \$300 per hour during daytime and \$375 during nighttime; Using less than an hour will be charged at the full hourly rate.)	

Responsibility Flowchart Applying The applicant submits the Application Form and the required documents describing the event and the purpose of renting the venue to the Curriculum Division of Office of Academic Affairs one week prior to the rental date Unit Recording the The The Notify the classroom rental date and manager of the Classroom Building Curricu Curriculum time um Division Division verifies the rental fees The Curriculum Division Print out the Application Form and verify payable fees The Curriculum Division Notify the Denied Application applying Approved Applying Verify the application Notify the Unit information and arrange staff applying unit to shifts, send the approved pay the rental fee Application Form and at the Cashier information to the manager of Division the building Report to Curriculum the event of any emergency on the rental date The Handled separately Staffs work in shifts Curriculum Division Special Yes conditions Contact the applying unit and report back to the Curriculum No Division Finished