

**NATIONAL TAIWAN UNIVERSITY**  
**Directives Governing the Management of Classroom Rentals**  
**in Classroom Buildings**

September 06, 2016 Passed by the 2,918<sup>th</sup> Administrative Meeting  
February 06, 2018 Passed by the 2,983<sup>rd</sup> Administrative Meeting  
March 27, 2018 Passed by the 2,989<sup>th</sup> Administrative Meeting

- Article 1 National Taiwan University (NTU or “the University”) formulates the *Directives Governing the Management of Classroom Rentals in Classroom Buildings* (“the Directives”) to aid the Office of Academic Affairs in managing classroom rentals in classroom buildings.
- Article 2 The term “classroom buildings” (“the Buildings”) herein refers to the Freshmen Classroom Building, Multi-Purpose Classroom Building, Core Subjects Classroom Building, Common Subjects Classroom Building, and Boya Lecture Building.
- Article 3 The classrooms in the Buildings are prioritized for teaching activities by NTU but may be rented for events by on-campus and off-campus units in the evenings, on weekends or public holidays, and during winter or summer break (excluding the Lunar New Year vacation) so long as teaching and research activities and administrative work are not affected.
- Article 4 The term “rental” herein refers to the rental of venues or audiovisual teaching equipment. Parking space rentals, third-party orders, third-party purchases, and other services shall not be provided.
- Article 5 Off-campus units renting classrooms in the Buildings shall fill out and submit a Venue Rental Application Form and attach documents detailing the purpose, plan, and description of the event to the Curriculum Division of the Office of Academic Affairs one week prior to the rental date. Once an application is approved by NTU, the renter shall pay the necessary fees in full three days before the rental date in order to use the venue. Late payment of fees shall be considered a forfeiture of the application. See the attached diagram for the standard operating procedures for venue rentals.
- Article 6 For a renter in any of the following circumstances, its application shall be rejected. If already approved, NTU may terminate the rental at any time and shall not refund any of the fees paid. The renter may not raise any objection on this matter.
1. Violating the law or NTU regulations;
  2. Violating public order or good morals;
  3. Raising safety concerns;
  4. Holding weddings, funerals, banquets, or political events;
  5. Subletting the venue to a third party without authorization;
  6. Organizing activities inconsistent with those listed in the application;

7. Off-campus units fraudulently applying for venue rentals under the guise of an on-campus unit or student club in an attempt to circumvent or reduce related costs;
8. Intentional destruction of public asset;
9. Engaging in business activities involving monetary transactions;
10. Volume of sounds shall be regulated in accordance with the University's *Directives for Managing Noise Pollution Control*; those failing to correct the situation after a warning;
11. Other illegal activities.

A renter who does not desist immediately after the termination of rentals shall be put on the blacklist and may not apply for classroom rentals at NTU within five years. In case of a material violation, the renter shall be permanently barred from future classroom rentals at NTU.

Article 7 Renters of audiovisual teaching equipment shall comply with the following rules:

1. Equipment rentals must be applied for and paid in full in advance. The management personnel shall be notified ahead of time of any temporary need to rent additional equipment on the day of use and the additional fees must be paid afterwards.
2. Please take proper care of the equipment. Renters shall indemnify the University for any damage resulting from improper use.
3. If the rented equipment are defective or damaged prior to use, the management personnel shall be notified immediately. Renters shall indemnify the University for incurring or exacerbating any damage due to a failure to report existing defects or damage.

Article 8 Renters are required to properly maintain the rented venues and facilities. No posters may be posted on the doors, windows, or walls. No flags may be displayed at the classroom doors. Modifications may not be made to the existing equipment or power circuits. Using non-teaching equipment or high-wattage equipment, or overloading electrical equipment, is also disallowed. Renters shall indemnify the University for any damage violations or repairs.

Article 9 In the case that rented classrooms in the Buildings are needed for emergency use, NTU shall notify the renters of rental termination two weeks prior to the date of use and refund all fees paid without interest. Renters may not raise any objection on this matter nor demand any compensation.

Article 10 Once a venue rental is approved, the renters shall be required to pay all related fees in full three days before the rental date. Late payment shall be considered a forfeiture of the application. Reservations for two sessions or more shall require a security deposit of NT\$20,000. Apart from cancellations due to force majeure or other major incidents, for which renters shall receive a full refund, cancellations shall incur a penalty of N\$5,000 per session. Renters may not raise any objection on this matter.

Article 11 Standard rates (before tax) for venue and equipment rentals for the Buildings are detailed in the attached table. For venue rentals of longer than four weeks, rates shall be determined by a committee convened by the Vice President for Academic Affairs. The committee shall determine the rate for the venue based on the duration of the rental, the number of classrooms rented, and other rental conditions.

Article 12 On-campus units renting classrooms in the Buildings shall be charged 50% of the cleaning fee set forth in the fee standards. However, for activities of any of the following nature, renters shall be charged 80% of the fee.

1. Events co-organized or organized jointly with an off-campus unit(s);
2. Events that accept monetary sponsors from an off-campus unit (s);
3. Profit-seeking events.

For on-campus units renting classrooms in the Buildings for official needs, rates shall be determined based on the event budget (with reference to the standard rate) and then submitted to the Vice President for Academic Affairs for approval.

The venue rental rate for NTU student societies applying to the Office of Student Affairs for use of a venue shall be charged in accordance with the University's *Regulations for Managing Evening Use of Classrooms in the Multi-Purpose and Freshmen Classroom Buildings by Student Societies*.

Article 13 In view of the need for inter-university collaboration and support, other universities and institutes renting classrooms in the Buildings shall be eligible for a 40% discount on the cleaning fee stipulated in the rental rate. Fees for personnel shall be charged based on the event budget (but shall not be below the stipulated minimum rate of 1.34 or 1.67 times the hourly pay to the staff on call). Air conditioning fees shall be charged as stipulated in the rental rate without a discount.

Article 14 Fees charged for cleaning, air conditioning, and equipment rental shall be included in the University Endowment Fund for overall planning and use in accordance with the percentages set forth by the University.

Article 15 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

Table: Venue and equipment rental rate for NTU classroom buildings (before tax)

Item				Half day	Full day	Evening	Notes
Period of use (including venue preparation time)				0800-1200 1300-1700	0800-1700	1800-2200	1. Cleaning fee: Including fees for water, electricity, general waste processing, desks and chairs, and electric fans, but <b>excluding</b> air conditioning and audiovisual teaching equipment. 2. For rentals of 5 classrooms or more in the same session, a 20% discount is offered on air conditioning and audiovisual teaching equipment; for rentals of ten classrooms or more in the same session, a 30% discount shall apply. The air conditioning temperature shall be set in accordance with NTU regulations. 3. Usage exceeding the rental period is limited to one hour, which shall be charged based on the average hourly rate of that session. A period less than one hour shall be billed as one hour. 4. For renters requiring additional preparation time at the venue, a 50% discount off the amount stipulated in the rental rate shall apply for the preparation time. 5. The venues do not provide Wi-Fi Internet services; each venue only offers one computer with an Internet access for use by renters of audiovisual teaching equipment 6. Off-campus units shall be charged an additional tax. 7. Service fees: NT\$1,200 per daytime session; NT\$1,500 per evening session. (an additional NT\$300 per hour will be charged for early or overtime use of a venue during a daytime session or NT\$375 per hour in the evening; an additional period of use
Cleaning fee	Classrooms in the Boya Lecture Building (2 <sup>nd</sup> to 4 <sup>th</sup> floor), Freshmen Classroom Building, Multi-Purpose Classroom Building, Core Subjects Classroom Building, and Common Subjects Classroom Building	1-10 venues	Under 50 persons	NT\$2,000 /room	NT\$3,800 /room	NT\$3,800 /room	
			51-100 persons	NT\$2,200 /room	NT\$4,200 /room	NT\$4,200 /room	
			101-200 persons	NT\$2,400 /room	NT\$4,600 /room	NT\$4,600 /room	
			Over 201 persons	NT\$2,600 /room	NT\$5,000 /room	NT\$5,000 /room	
	11 venues or more	Under 50 persons	20% off				
		51-100 persons					
		101-200 persons					
		Over 201 persons					
Room 101, Boya Lecture Building (holds 400 persons)				NT\$4,000 /room	NT\$8,000 /room	NT\$8,000 /room	
Room 102, Boya Lecture Building (holds 400 persons)				NT\$3,000 /room	NT\$6,000 /room	NT\$6,000 /room	
Room 103, Boya Lecture Building (holds 278 persons)				NT\$3,000 /room	NT\$6,000 /room	NT\$6,000 /room	
NTU Lecture Hall, Multi-Purpose Classroom Building (holds 568 persons)				NT\$40,000 /room	NT\$80,000 /room	NT\$80,000 /room	

Item				Half day	Full day	Evening	Notes
Air conditioning fee				NT\$1,500 /room	NT\$3,000 /room	NT\$2,000 /room	of less than one hour will be calculated as one hour.) An additional NT\$500 per session shall be charged for conference equipment rentals. Venue rentals of eleven classrooms or more may incur double fees.
Rental fees for audiovisual teaching equipment	Electronic equipment (including computers, projectors, screens, and other teaching equipment) in classroom buildings	5,500 lumens	Venue with one projector	NT\$2,000 /set	NT\$3,000 /set	NT\$2,000 /set	
			Venue with two projectors	NT\$2,200 /set	NT\$3,200 /set	NT\$2,200 /set	
			Venue with three projectors	NT\$2,400 /set	NT\$3,400 /set	NT\$2,400 /set	
			Venue with four projectors	NT\$2,600 /set	NT\$3,600 /set	NT\$2,600 /set	
	Laptops			NT\$2,000 /each	NT\$3,000 /each	NT\$2,000 /each	
	Laser pointers			NT\$100 /each	NT\$150 /each	NT\$100 /each	
	Digital signage system (Common Subjects, Freshmen, and Core Subjects Classroom Buildings)			NT\$500 /each	NT\$750 /each	NT\$500 /each	
	Scrolling LED displays			NT\$2,000 /each	NT\$3,000 /each	NT\$2,000 /each	

Item		Half day	Full day	Evening	Notes
	Wall-mounted screens (4-in-1), 1 <sup>st</sup> floor, Boya Lecture Building	NT\$2,000 /each	NT\$3,000 /each	NT\$2,000 /each	
	Wall-mounted screens (18-in-1), 1 <sup>st</sup> floor, Multi-Purpose Classroom Building	NT\$5,000 /each	NT\$7,500 /each	NT\$5,000 /each	

Figure: Procedural flowchart for venue rentals at NTU classroom buildings

