

# NATIONAL TAIWAN UNIVERSITY

## Standards Governing Classroom Building Venue Rentals and Fees

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
September 24, 2024	Passed by the 3,177 <sup>th</sup> Administrative Meeting
October 01, 2024	Promulgation of amended Articles 1 through 15 and attached table

- Article 1 National Taiwan University (NTU or “the University”) formulates the *Standards Governing Classroom Building Venue Rentals and Fees* (“the Standards”) in accordance with Article 4, Paragraph 1 of the NTU *Directives for the Management of Venue and Equipment Revenues and Expenditures* to ensure effective management of the rentals of the Xinsheng Lecture Building, Zonghe Lecture Building, Putong Lecture Building, Gongtong Lecture Building, and Boya Lecture Building (“the Buildings”) by the Office of the Academic Affairs (“the Office”).
- Article 2 The scope of venues provided by the Buildings and the rental fee standards shall be implemented in accordance with the attached table.
- The rental period for the Buildings is specified as follows:
1. Half-Day: 8 a.m. to 12 p.m. or 1 p.m. to 5 p.m.
  2. Full Day: 8 a.m. to 5 p.m.
  3. Evening: 6 p.m. to 10 p.m.
- The venues of the Buildings may only be rented for the time periods specified in the Subparagraphs of the preceding Paragraph, and rental by the hour is not permitted.
- 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.
- The classrooms of the Buildings are available for rental during all time periods on weekends, public holidays, and during winter and summer breaks. During the semester, only the evening period is available for rental. Rentals are not available during the Lunar New Year holidays (as per the academic calendar) and national holidays.
- Article 4 The term “rental” herein refers to the rental of venues or audiovisual teaching equipment provided by the Buildings. Parking space rentals, third-party orders, third-party purchases, and other services shall not be provided.
- Article 5 On-campus and Off-campus units wishing to apply for venue rentals within the Buildings shall apply via the NTU Classroom Building Facilities Service System at least 7 days before the requested rental day, specifying the purpose of the activity and the activity project and attaching relevant documents. Upon approval of the application by NTU, the full rental fees shall be paid within 3 days. Failure to pay by the specified deadline shall result in forfeiture of the rental right.

The Curriculum Division (“the Division”) of the Office may, if necessary, require the applying unit to submit a Venue Rental Application and other relevant documents to facilitate the application process.

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 or request compensation on this matter.

1. Violating related laws or NTU regulations;
2. Violating public order or good morals;
3. The contents of the event may potentially damage equipment and/or facilities at the Buildings or threaten the safety of others.
4. Holding weddings, funerals, banquets, or political events;
5. Subletting a venue of the Buildings to a third party without authorization;
6. Holding an event that is inconsistent with the stated purpose in the application;
7. On-campus units applying for venue rentals on behalf of off-campus units, or 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 or commercial dealings;
10. Failure to comply with relevant noise control regulations after advisement.
11. Other activities deemed inappropriate by the Office.

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 <b>damage</b> resulting from improper use.
3. If the rented equipment is 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 and shall comply as follows.

1. No posters may be posted on the doors, windows, or walls. No flags may be displayed at the classroom doors.
2. 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.
3. Renters shall exercise due diligence as a good manager to properly maintain the venue and the facilities, equipment, or devices of the venue.
4. Renters shall pay attention to the safety of the venue users.

Any violation of the preceding Paragraph that causes harm to NTU or others shall result in liability for indemnification or repair.

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 If a renter cancels the rental after payment, the fees paid will not be refunded. However, if the rental is canceled due to natural disasters or force majeure, the renter may apply for a full refund.

To apply for a full refund aforementioned, the renter shall submit an NTU Classroom Building Venue Rental Refund Application, which will be processed upon approval by the Office.

If the renter cancels the rental after payment, except in cases of cancellation due to natural disasters or force majeure, a penalty of NT\$5,000 per day, per venue, shall be charged. The renter shall not raise any objections or request compensation.

Article 11 For rental periods of four weeks or more, the Venue Rental Management Panel of the Office will determine the fees based on the duration of the rental and the number of classrooms requested.

The Venue Rental Management Panel of the Office comprises three members: the Vice President for Academic Affairs, the Division Director, and the Section Head.

Article 12 On-campus units renting classrooms in the Buildings shall be charged 40% 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.

Any NTU unit experiencing insufficient funding or other similar situations may apply for an alternative charge subject to the approval of the Vice President for Academic Affairs.

If the renter is a student club of the University, the application for rental shall be submitted through the Office of Student Affairs in accordance with

the NTU *Regulations Governing the Xinsheng Lecture Building and Boya Lecture Building Management for Student Organizations' Nighttime Use*, and the fees shall be determined based on those regulations.

- 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.
- Article 14 Due to the income generated from borrowing this facility, a fixed proportion will be allocated for the university's general use in accordance with the NTU *Directives for the Management of Venue and Equipment Revenues and Expenditures*.
- Article 15 The Standards 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**

Item				Half day	Full day	Evening	Notes	
Period of use				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. 2. Air conditioning and audiovisual equipment fees: If there is a need to use air conditioning or audiovisual equipment, additional fees shall be paid. The air conditioning temperature shall be set in accordance with NTU regulations. 3. For renters paying air conditioning fees for 5 or more classrooms, a 20% discount on air conditioning fees will be offered. For ten or more classrooms, a 30% discount shall apply. The same discount structure applies to audiovisual equipment fees. 4. Personnel management fee: For renters renting classrooms of the Buildings, a personnel management fee shall be charged for each Classroom Building rental. However, if 11 or more classrooms are borrowed within the same	
Cleaning fee	Classrooms in the Boya Lecture Building (2nd to 4th floor), Xinsheng Lecture Building, Zonghe Lecture Building, Putong Lecture Building, and Gongtong Lecture Building	1-10 venues	Under 50 persons	NT\$2,500/room	NT\$4,750/room	NT\$4,750/room		
			51-100 persons	NT\$2,750/room	NT\$5,250/room	NT\$5,250/room		
			101-200 persons	NT\$3,000/room	NT\$5,750/room	NT\$5,750/room		
			Over 201 persons	NT\$3,250/room	NT\$6,250/room	NT\$6,250/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\$5,000	NT\$10,000	NT\$10,000		
	Room 102, Boya Lecture Building (holds 279 persons)			NT\$3,750	NT\$7,500	NT\$7,500		
	Room 103, Boya Lecture Building (holds 278 persons)			NT\$3,750	NT\$7,500	NT\$7,500		
	NTU Lecture Hall, Zonghe Lecture Building (holds 568 persons)			NT\$50,000	NT\$100,000	NT\$100,000		
Air conditioning fee				NT\$1,500/room	NT\$3,000/room	NT\$2,000/room		
Personnel management fee				NT\$1500 ( For overtime use, an additional fee of NT\$375 will be charged per hour. )	NT\$3000 ( For overtime use, an additional fee of NT\$375 will be charged per hour. )	NT\$1800 ( For overtime use, an additional fee of NT\$450 will be charged per hour. )		
Rental fees for audiovisual teaching equipment	Electronic equipment (including computers, projectors, screens, and other teaching equipment) in	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		

	classroom buildings		Venue with four projectors	NT\$2,60/set	NT\$3,600/set	NT\$2,600/set	<p>Classroom Building, or if the Zonghe Lecture Hall is borrowed, the personnel management fee shall be doubled. For borrowing conference equipment, an additional fee of NT\$500 shall be charged per session.</p> <p>5. 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.</p> <p>6. For renters requiring additional preparation time at the venue, a 50% discount on the standard rental rate will apply for the preparation period.</p> <p>7. 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.</p> <p>8. The amounts listed in this table are exclusive of tax. Off-campus units shall be charged an additional tax. For on-campus units requiring an invoice, applicable taxes will also be added.</p>
	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 (Gontong Lecture Building, Xinsheng Lecture Building, Putong Lecture Building)			NT\$500/each	NT\$750/each	NT\$500/each	
	Scrolling LED displays, Putong Lecture Hall			NT\$2,000/each	NT\$3,000/each	NT\$2,000/each	
	Wall-mounted screens (4-in-1), 1st floor, Boya Lecture Building			NT\$2,000/each	NT\$3,000/each	NT\$2,000/each	
	Wall-mounted screens (18-in-1), 2nd floor, Zonghe Lecture Building			NT\$5,000/each	NT\$7,500/each	NT\$5,000/each	