

NATIONAL TAIWAN UNIVERSITY
Directives Governing the Management of Venue Rentals for
the Exhibition Hall in the Boya Lecture Building

December 30, 2014 Passed by the 2,841st Administrative Meeting

National Taiwan University (NTU or “the University”) formulates the *NTU Directives Governing the Management of Venue Rentals for the Exhibition Hall in the Boya Lecture Building* (“the Directives”) in order to effectively manage and utilize the Exhibition Hall (“the Venue”) in the Boya Lecture Building (“the Building”).

Article 1 The Office of Academic Affairs’ Curriculum Division (“the Division”) shall be responsible for handling venue rentals for the Building.

Article 2 The Venue referred to herein includes:

1. The exhibition wall and pillar area in the central hallway on the 1st floor (area A in the figure below);
2. The bookstall area in the west hallway on the 1st floor (area B in the figure below).

The venue shall be open from 8:00 am–6:00 pm Monday through Friday (excluding public holidays).

Article 3 In principle, on-campus units shall be given priority in using the Venue before it is made available for off-campus units for rental. The venue rental rate is detailed in the attached table. On-campus and off-campus units renting the Venue shall fill out and submit an application form to the Division for approval. Renters shall pay in full within seven days of receiving the notification. Late payment of fees shall be considered a forfeiture of the application.

Notification of cancellations must be given three days prior to the rental date. In case of cancellation without the requisite notice, the payment shall not be refunded. NTU may terminate an approved rental of the Venue in case there is an urgent need to use the Venue. Renters shall be notified of the termination and receive a refund of all fees paid without interest. Renters may not raise any objection on this matter nor demand any compensation.

Article 4 The following rules shall be observed when holding an exhibition in the exhibition wall and pillar area in the central hallway on the 1st floor:

1. Renters shall pay a security deposit of NT\$20,000 if deemed necessary by the Division. The deposit will be returned without interest at the end of the rental once the Division confirms that no damage has been done to any facility and that the Venue has been returned to its original state.
2. Exhibits are limited to 2D graphic artworks that can be mounted on a wall or pillar.
3. Applications shall be submitted with an exhibition plan and the digital image files of the exhibits for review.
4. The Venue provides basic lighting, spotlights, and exhibit hanging equipment; air conditioning and display stands are not provided.

5. The venue rental period shall include the time for exhibit installation and removal. During this time, the surroundings shall be kept clean and the hallway clear.
6. The Division shall be notified in advance if there is a need to install special lighting or equipment. Renters shall be solely responsible for any expenses incurred due to installation and other related operations.
7. Renters shall follow the instructions of the Division's management personnel when using the Venue. Double-sided tape, tape, and nail guns shall not be used on the wall and the floor shall not be scratched or damaged.
8. Renters are solely responsible for packing, transporting, and insuring exhibit items, and implementing suitable protective measures according to the security needs of the exhibit. Renters are responsible for safekeeping the exhibits; the Division is not liable for compensation for damaged or lost items.
9. Invitations, promotional materials, and brochures shall be drafted by renters and filed to the Division for reference prior to the exhibition.
10. During the course of the exhibition, renters shall provide on-site staff to introduce and safeguard the exhibits.
11. Only exhibits and their descriptions may be put up in the Venue; promotional materials unrelated to the exhibition are not allowed.
12. Exhibition contents shall comply with the *Copyright Act* and other related regulations. Renters shall be solely responsible for legal liabilities regarding infringement of others' copyright.
13. For the purpose of education promotion, the University reserves the right to photograph, videotape, publish, broadcast, market, educate, and promote events held in the Venue, or engage in other non-commercial uses. The exhibits may not be affixed with price tags or used for other commercial purposes.
14. Large floral wreaths may not be placed in the Venue; other congratulatory items shall be placed at locations specified by the Division.

Article 5 Notices regarding book fairs held in the bookstall area in the west hallway on the 1st floor:

1. Publications involving regulatory violations or trademark/copyright disputes shall not be exhibited.
2. R-rated publications shall not be exhibited or sold.
3. For renters exhibiting simplified Chinese language publications from Mainland China, the provisions of the *Regulations for the Distribution, Sale, Production, Broadcast, Exhibition, or Viewing of Publications, Films, Program Recordings, and Broadcast Programs from Mainland China in Taiwan* shall be observed when applying for the permit to sell said publications.
4. The placement of exhibits and decorative arrangements may not extend beyond the stall area rented.
5. Renters shall be responsible for disposing of any waste generated by the installation and removal of exhibits.

6. Renters may not use sound amplification equipment at the stall area and is forbidden to shout to peddle products.
7. Renters shall issue uniform invoices or receipts when conducting sales activities during the venue rental period. If undeclared income is discovered by the Revenue Service Office, renters shall be solely responsible for legal liabilities and paying the associated fines.

Article 6 The renting party shall take all due care when using the public properties and facilities within the Venue and shall indemnify the University for any damages incurred due to improper use.

At the end of the venue rental period, renters shall disassemble and remove the exhibits and return the Venue to its original state. Any exhibits not removed from the Venue shall be viewed as abandoned items which the Division may dispose of at their own discretion without notifying renters.

Renters shall pay for the entirety of any damage incurred as stated in Paragraph 1 and any fees incurred due to the handling of abandoned items as stated in Paragraph 2. If a security deposit was paid by renters in advance, the Division may deduct costs incurred from the deposit. If the security deposit is insufficient to cover the costs incurred, the Division shall notify renters to pay the difference via remittance within three days.

Article 7 Use of the venue shall not be approved for activities in any of the scenarios listed below. If approval has already been granted, the rental shall be revoked or terminated; if it is already in use, the activity shall be immediately terminated):

1. Violating related laws or NTU regulations;
2. Violating public order or good morals;
3. Engaging in potentially dangerous activities;
4. Engaging in activities inconsistent with those approved in the submitted application, or subletting the venue to a third party;
5. Off-campus units fraudulently applying for venue rental under the guise of an on-campus unit or student club in an attempt to circumvent or reduce related fees;
6. Other activities deemed inappropriate by the University.

If it is discovered that the Venue is already in use for any of the scenarios described in the preceding paragraph, the fees and any security deposit paid shall not be refunded. If renters refuse to conclude all activity immediately after the termination of rental, the administrative unit of the Building may forcibly close down the activity and put them on the blacklist. Blacklisted units may not apply to the Division for venue rental for a period of three years. In case of serious violations, the renters shall be permanently barred from applying to the Division for venue rental.

Article 8 The Venue is a smoke-free area; fireworks or other polluting or dangerous articles are prohibited. Rentals shall not interfere with academic or research activities or administrative work in the Building. Renters shall be responsible for staff safety and keeping the Venue neat and clean, and shall immediately return the Venue to its original state after use and dispose of any large waste generated by the event (e.g., promotional boards and stands). For Renters who

wish to delegate the waste disposal task to the administrative unit of the Building, a cleaning fee shall be calculated separately on a case-by-case basis.

Article 9 Fees received from venue rentals in the Building shall be included in the University Endowment Fund for overall planning and use in accordance with the percentages set forth by the University.

Article 10 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

Table: Venue rental rate for the Exhibition Hall of the Boya Lecture Building (before tax)

Available area	Rate (per day)		Notes
	Off-campus unit	On-campus unit	
Exhibition wall/pillars in the central hallway on the 1 st floor	NT\$6,000	NT\$3,000	1. Open from 8:00 am–6:00 pm Monday to Friday (excluding public holidays) 2. Venue is an open space with no air-conditioning. 3. Venue rentals 5 days or more are eligible for a 15% discount.
Bookstall area in the west hallway on the 1 st floor	NT\$3,000	NT\$2,000	

Figure: Floor plan of the Exhibition Hall on the 1st floor of the Boya Lecture Building

博雅教學館一樓藝文空間平面圖

