

NATIONAL TAIWAN UNIVERSITY

Standards for the Management and Fees of Venue Rentals for the Exhibition Hall in the Boya Lecture Building

December 30, 2014 Passed by the 2,841st Administrative Meeting
September 24, 2024 Passed by the 3,177th Administrative Meeting
October 01, 2024 Promulgation of amended Articles 1 through 16 and the attached fee schedule

Article 1 National Taiwan University (NTU or "the University") sets the NTU *Standards for the Management and Fees of Venue Rentals for the Exhibition Hall in the Boya Lecture Building* ("the Standards") in accordance with the provisions of Article 4, Paragraph 1 of the NTU *Directives for the Management of Venue and Equipment Revenues and Expenditures* to effectively manage and utilize the Exhibition Hall ("the Venue") in the Boya Lecture Building ("the Building").

Article 2 The Office of Academic Affairs' Curriculum Division ("the Division") shall be responsible for handling venue rentals for the Building.

Article 3 The Venue specified in the Standards shall include the following:

1. The exhibition wall and pillar area in the central hallway on the first floor (area A in the figure below).
2. The bookstall area in the west hallway on the first floor (area B in the figure below).
3. The seating area in the hallway west of Classroom 101 (area C in the figure below).
4. The round-table seating area in the central hallway (area D in the figure below).

Article 4 The rental periods for the Venue shall be as follows:

1. Half day: 8:00 a.m. to 12:00 p.m.; or 1:00 p.m. to 5:00 p.m.
2. All day: 8:00 a.m. to 5:00 p.m.
3. Evening: 6:00 p.m. to 10:00 p.m.

The Venue may only be rented based on the minimum rental periods as stipulated in the subparagraphs of the preceding paragraph, and hourly rentals shall not be permitted.

Article 5 The Venue specified in Article 3, Subparagraphs 1 and 2 shall be available for rental to NTU students, NTU units, and non-NTU units.

The Venue specified in Article 3, Subparagraphs 3 and 4 shall be available for rental to NTU students, NTU units, and non-NTU units during evenings, weekends and holidays, and summer and winter breaks. During other periods, the Venue shall be reserved for NTU students' self-directed learning activities from 8:00 a.m. to 6:00 p.m.

Rental fees for the Venue, when applicable, shall be charged on a daily basis, regardless of the specific time of use. The fees shall be charged in accordance with the attached fee schedule.

Those who shall pay to rent the Venue shall submit a request through the Management System of Venue Rental of NTU Lecture Building 90 days prior to the date of use. The request shall include the event purpose, event proposal, and relevant documents. Rental may commence only after obtaining approval from the University and making full payment 3 days prior to the date of use. Those who fail to make payment by the deadline shall be deemed to have forfeited their rights to rent the Venue.

Article 6 In the event that the University requires to use the Venue for emergency purposes, it may notify renters of rental cancellation and shall refund the paid fee without interest. Renters may not lodge a dispute or request compensation on this manner.

Article 7 Rent shall not be refunded to renters who cancel their rental after making payment. However, those cancelling the rental due to natural disasters or *force majeure* may apply for a full refund.

Renters applying for a refund as specified in the preceding paragraph shall submit an application for rental refund to the Division and may only receive the refund after approval by the University.

Renters who cancel their rental after making payment shall be charged liquidated damages of NT\$5,000 per venue per day, except for cancellations due to natural disasters or *force majeure*. Renters may not lodge a dispute or request compensation on this manner.

Article 8 Renters shall strictly abide by the rental periods and shall not exceed the allotted time.

Those who exceed the rental periods by 15 minutes or more shall be charged an overtime fee.

The overtime fee shall be calculated proportionally based on the actual overtime period. Any period less than 1 hour shall be charged as 1 hour.

Article 9 The following rules shall be observed when holding an exhibition in the exhibition wall and pillar area in the central hallway on the first floor:

1. Renters shall submit a proposal and digital files of exhibits along with the application for review.
2. Renters shall pay a security deposit of NT\$20,000 if the Division deems to require a deposit. The Division will return the deposit without interest to the renters after confirming no damage has been made to any facilities and the renters have returned the Venue to its original state as stipulated after use.
3. Exhibits shall be limited to graphic art works that are hangable.
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 in the event of 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 shall be solely responsible for packing, transporting, and insuring exhibit items, and implementing suitable protective measures according to the security needs of the exhibits. Renters shall be solely 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 10 Notices regarding book fairs held in the bookstall area in the west hallway on the first 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 or selling 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* and other applicable regulations shall be observed when applying for the permit.

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 11 Renters 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 may request neither compensation nor indemnity from the University.

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.

Article 12 Use of the Venue for activities falling under any of the following scenarios shall not be approved. If already approved, the University may terminate the rentals and shall not refund any of the fees paid. Renters may not lodge a dispute or request compensation on this manner.

1. Activities violating related laws or NTU regulations;
2. Activities violating public order or good morals;
3. Activities posing safety concerns;
4. Activities inconsistent with those stated in the approved 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.

The University may restrain and blacklist those who refuse to cease activities upon rental termination. Blacklisted entities may not apply for venue rental with the University for three years. Those involved with serious violations will be permanently barred from applying for venue rental.

Article 13 Renters shall comply with the following provisions:

1. Renters shall exercise due diligence as a good administrator in properly maintaining the facilities, equipment, and paraphernalia of the Venue.
2. The Venue is a smoke-free area; fireworks or other polluting or dangerous articles are prohibited.
3. Rentals shall not interfere with academic or research activities or administrative work in the Building.
4. Renters shall be responsible for the safety of activity participants and users of the Building.
5. Renters shall be responsible keeping the Venue neat and clean.
6. Renters 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) and other items not belonging to the University.

Renters violating the provisions in the preceding paragraph and causing consequent damage to the University or others shall be liable for compensation.

Renters violating the provisions in Subparagraph 6 of the preceding paragraph may be charged a cleaning and maintenance fee by the University at its discretion.

- Article 14 A fixed proportion of the revenues generated from the rental of the Venue shall be allocated for coordinated use by the University in accordance with the NTU *Directives for the Management of Venue and Equipment Revenues and Expenditures*.
- Article 15 Matters not addressed herein shall be handled in accordance with the NTU *Directives for the Management of Venue and Equipment Revenues and Expenditures* and other applicable regulations.
- Article 16 The Standards shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

[Promulgated on October 01, 2024]

Table: Venue Rental Rate for the Exhibition Hall of the Boya Lecture Building (before tax)

Available area	Rate (per day)	
	Off-campus unit	On-campus unit
Exhibition wall/pillars in the central hallway on the first floor	NT\$7,500	NT\$3,750
Bookstall area in the west hallway on the first floor	NT\$3,750	NT\$2,500
Seating area in the hallway west of Classroom 101	NT\$3,750	NT\$2,500
Round-table seating area in the central hallway	NT\$7,500	NT\$3,750
Notes: 1. The Venue is opened in accordance with Articles 4 and 5 herein. 2. The Venue is an open space with no air-conditioning. 3. The Venue rentals for 5 days or more are eligible for a 15% discount.		

Figure: Floor Plan of the Exhibition Hall on the First Floor of the Boya Lecture Building

