

NATIONAL TAIWAN UNIVERSITY
Office of Academic Affairs
Directives for Students' Use of the Learning Commons

April 14, 2015 Passed by the 2,854th Administrative Meeting
February 06, 2018 Amended and passed by the 2,983rd Administrative Meeting
September 18, 2018 Amended and passed by the 3,011th Administrative Meeting

- Article 1 The *National Taiwan University* (“the University”) *Directives for Students' Use of the Learning Commons* (“the Directives”) are formulated to regulate students' use of the Office of Academic Affairs–Learning Commons (“the Learning Commons”) at National Taiwan University (hereinafter, “the University”) pursuant to the University's *Directives Governing the Management of Classroom Rentals in Classroom Buildings*.
- Article 2 The Learning Commons is designated for self-directed learning activities (including course discussions, student club meetings, and seminars and forums). It shall not be used for any other usage without approval. Users of the Learning Commons shall keep the venue clean and tidy and keep their voices at an appropriate volume.
- Article 3 The Learning Commons is open Monday through Friday and is closed on public holidays and during summer and winter vacations.
The Learning Commons' opening hours are 9.00am–9.30pm.
- Article 4 The fee scheme for using the Learning Commons' venues and equipment on public holidays or during summer and winter vacations is shown in the table in the appendix.
- Article 5 The Learning Commons is available for self-directed learning activities. No reservation is required. The discussion rooms in the Learning Commons are reserved for the Center for Teaching and Learning Development's individual tutoring program and diverse student learning groups. Activities organized by the Office of Academic Affairs shall be prioritized in renting the aforementioned venues.
- Article 6 Users are strictly forbidden from turning on the air conditioning or using the equipment in the Learning Commons without permission. Violators shall not only repay the necessary expenses but shall be punished based on the seriousness of the offense. Users shall be liable for any loss of or damage to equipment due to improper use, and they shall be held solely responsible for any lost items.
- Article 7 The application period for renting the Learning Commons shall be announced by the Office of Academic Affairs each semester.
- Article 8 Students shall abide by the Directives when using the Learning Commons. Matters not addressed herein shall be subject to the University's *Directives Governing the Management of Classroom Rentals in Classroom Buildings*.
- Article 9 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

Appendix: The Office of Academic Affairs–Learning Commons Rental Fee Schedule (before tax)

Venue	Learning Commons (Multi-purpose Classroom Building)			1 st Fl. capacity: 103 people
				2 nd Fl. capacity: 84 people
Time of use (including venue preparation time)	Half day 0800–1200 1300–1700	Full day 0800–1700	Evening 1800–2200	<p>Notes:</p> <ol style="list-style-type: none"> Cleaning fee includes charges for water, electricity, general waste processing, desks and chairs, and electric fans rentals, but excludes usage of air conditioning and audiovisual teaching equipment. On-campus units renting the Learning Commons shall be charged 50% of the cleaning fee. However, for events of any of the following nature, the renting units shall be charged 80% of the cleaning fee: (1) Events co-organized or organized jointly with an off-campus unit (2) Events sponsored by an off-campus group (3) Events where participants are charged The temperature of the air conditioning shall be set in accordance with University regulations. Usage exceeding the rental period is limited to one hour, which shall be charged based on the average hourly rate of that time period. A period less than one hour shall be billed as one hour. If the renting unit requires additional preparation time at the venue, it shall be charged 50% of the rate in that time period for the preparation time. The Learning Commons does not provide wireless Internet services. Off-campus units shall be charged for tax. Service fees: NT\$1,200 per day session; NT\$1,500 per evening session. (Early or overtime use of a venue shall be charged at an additional NT\$300 per hour in the day or NT\$375 per hour in the evening; an additional period of use of less than one hour shall be billed as one hour.)
Cleaning	NT\$ 2000 per venue	NT\$ 3,800 per venue	NT\$ 3,800 per venue	
Projection equipment	NT\$ 2,000 per set	NT\$ 3,000 per set	NT\$ 2,000 per set	
Air conditioning	NT\$ 1,500 per venue	NT\$ 3,000 per venue	NT\$ 2,000 per venue	