

[Promulgated on October 01, 2024]

**NATIONAL TAIWAN UNIVERSITY**  
**Office of Academic Affairs**  
**Standards for the Management and Fees for Students' Use of**  
**the Learning Commons**

April 14, 2015	Passed by the 2,854 <sup>th</sup> Administrative Meeting
February 06, 2018	Amended and passed by the 2,983 <sup>rd</sup> Administrative Meeting
September 18, 2018	Amended and passed by the 3,011 <sup>th</sup> Administrative Meeting
October 01, 2024	Promulgation of amended Articles 1 through 15 and attached fee schedule

Article 1 National Taiwan University (NTU or “the University”) sets the NTU *Standards for the Management and Fees for Students' Use of the Learning Commons* (“the Standards”) in accordance with Article 4, Paragraph 1 of the NTU *Directives for the Management of Venue and Equipment Revenues and Expenditures* to regulate students' use of the Learning Commons at the University.

Article 2 The Learning Commons specified in the Standards shall include learning commons and discussion rooms on the first and second floor (collectively, “the Learning Commons”) at the Zonghe Lecture Building (“the Building”).

The Office of Academic Affairs (“the Office”) shall handle applications of rental of the Learning Commons at the Building.

Article 3 In principle, the Learning Commons are designated for students' self-directed learning activities (including course discussions, student club meetings, and seminars and forums). The Learning Commons shall not be used for any other usage without approval.

Article 4 The rental periods for the Learning Commons shall be stipulated 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 Learning Commons may only be rented based on the minimum rental periods as stipulated in the subparagraphs of the preceding paragraph, and hourly rentals may not be permitted.

Article 5 NTU students may apply for use of the Learning Commons for self-directed learning activities from Monday to Friday (9:00 a.m. to 9:30 p.m.) during every academic semester. The Learning Commons shall not be available on weekends, national holidays, and during winter and summer breaks.

NTU and non-NTU units may pay to rent the Learning Commons for any periods on weekends, holidays, and during winter and summer breaks.

Article 6 NTU students renting the Learning Commons and relevant facilities on weekends and holidays and during winter and summer breaks shall be charged a fee.

NTU and non-NTU units renting the Learning Commons and relevant facilities shall be charged a fee.

Rental fee for the Learning Commons shall be charged in accordance with the fee schedule herein.

Article 7 NTU units renting the Learning Commons shall be eligible for a 60% discount on the cleaning and maintenance fees as stipulated in the fee schedule. However, they shall be eligible for only a 20% discount for activities falling under any of the following scenarios:

1. Activities co-organized or co-hosted with non-NTU units;
2. Activities sponsored by non-NTU units;
3. Activities charging fees to participants.

Article 8 Those who shall pay to rent the Learning Commons 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 Learning Commons.

The Division's Center for Teaching and Learning Development shall enjoy priority in reserving discussion rooms in the Building for Academic Counseling Services and diverse learning communities.

The Division shall enjoy priority in reserving the Learning Commons for activities it organizes.

Article 9 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 Division.

Article 10 The Division may cancel free use of the Learning Commons at any time. Renters may not lodge a dispute or request compensation on this manner.

In the event that the Division requires to use the Learning Commons for emergency purposes, it may notify renters of rental cancellation two weeks prior to the date of use and shall refund the paid rent without interest. Renters may not lodge a dispute or request compensation on this manner.

Article 11 Rental applications of renters falling under any of the following scenarios shall not be approved. If already approved, the University may terminate their 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. The contents of the event potentially damaging equipment or facilities or jeopardizing safety of anyone in the Building;
4. Holding weddings, funerals, banquets, or political events;
5. Subletting the Learning Commons to a third party without authorization;
6. Activities inconsistent with those stated in the approved application;
7. NTU 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. The contents of the event are involved in business activities involving monetary transactions;
10. Failing to comply with relevant noise control regulations after being advised to do so;
11. Other activities deemed inappropriate for rental by the Division.

Renters shall safeguard their personal belongings. The University shall be exempt from responsibility for any loss of personal items.

Article 12 Renters shall properly maintain the rented venues and facilities, and shall comply with the following provisions:

1. Posters shall not be affixed to doors, windows, or walls, and flags shall not be erected at classroom entrances to maintain neat and clean environment.
2. Alteration of existing equipment and unauthorized connection or modification of power circuits is prohibited. The use of non-educational or high-wattage equipment, or overloading of electrical equipment, is not permitted.
3. Renters shall exercise due diligence as a good administrator in properly maintaining the Learning Commons and facilities, equipment, and paraphernalia in the Building.
4. Renters shall ensure the safety of users of the Learning Commons.

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

Article 13 Renters may not turn on air conditioning or use equipment without consent from the University; otherwise, they shall pay the fees in arrears. Should the violators be NTU students, the University may impose additional disciplinary measures.

Article 14 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.

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

Appendix: Fee Schedule for the Learning Commons

Venue	Learning Commons in Zonghe Lecture Building		1 <sup>st</sup> Fl. capacity: 103 people
			2 <sup>nd</sup> Fl. capacity: 84 people
Time of use	Half day	All day	Evening
	0800-1200 1300-1700	0800-1700	1800-2200
Cleaning	NT\$2,500 per venue	NT\$4,750 per venue	NT\$4,750 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
Personnel management	NT\$1,500 (NT\$375 per hour overtime)	NT\$3,000 (NT\$375 per hour overtime)	NT\$1,800 (NT\$450 per hour overtime)

Notes:

1. 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.
2. Users requiring the use of air conditioning and audiovisual equipment shall pay an additional fee for air conditioning and audiovisual equipment. The temperature setting of the air conditioning shall be managed in accordance with the University's regulations.
3. Renters of the Learning Commons facilities shall pay a personnel management fee.
4. Usage exceeding the rental period is limited to 1 hour, which shall be charged based on the average hourly rate of that time period. A period less than 1 hour shall be billed as 1 hour.
5. 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.
6. The Learning Commons does not provide wireless Internet services.
7. This fee schedule lists fees before tax. Off-campus units shall be charged for tax. NTU units shall be charged with tax included if an invoice is required.