

NATIONAL TAIWAN UNIVERSITY

Regulations for the Office of Academic Affairs' Management of Examination Preparation Area Rental

May 19, 2009 Passed by the 2,575th Administrative Meeting

Dec 17, 2024 Passed by the 3,182th Administrative Meeting

Dec 30, 2024 Promulgation of amended Articles 1, 2, 4, 5, 6, 7, 10, 12, and 13

- Article 1 The Office of Academic Affairs(“the Office”), National Taiwan University (NTU or “the University”) formulates the NTU *Regulations for the Office of Academic Affairs' Management of Examination Preparation Area Rental* (“the Regulations”) to manage the rental of the examination preparation area in the basement of the Core Subjects Classroom Building (“the Examination Preparation Area”).
- Article 2 The Examination Preparation Area consists of a work area and an accommodation area. The work area contains 2 large rooms; the accommodation area has 14 three-person rooms. The work area and accommodation area may be rented separately, but must be rented as a whole if used as an examination preparation area.
- Article 3 The Examination Preparation Area may be rented by the University’s administrative units, teaching units, student clubs, and off-campus cultural and educational institutions or groups.
- Article 4 Any group that wishes to rent the Examination Preparation Area shall fill out and submit an application form with attached documentation detailing the description of the activities to the Office. Upon receipt of approval from the Office, payment shall be made in full prior to the rental date; failure to do so shall be considered a waiver of the rental request.
- Article 5 The work area is available for rent during the following time periods:
1. Full day rentals: 08:00–18:00
 2. Half day rentals: 08:00–13:00, 13:00–18:00
 3. Evening rentals: 18:00–22:00
 4. If the renter intends to use the space as an examination preparation area, the rental application shall be approved for the number of days rented.

Article 6 Rental rates for the Examination Preparation Area: (The usage period includes setup time.)

Space	Capacity	Half day / Full day / Evening	Notes
Work area	60 persons per big room	NT\$ 7,500 NT\$ 13,750 NT\$ 5,000	For both rooms, the fees are NT\$13,750 for each half day and NT\$27,500 for each full day.
Accommodation area	3 persons per room	N/A NT\$ 1,500 N/A	Minimum rental: five rooms
Examination Preparation Area	42 persons	NT\$ 25,000 NT\$ 50,000 N/A	1. If the space is to be used as an examination preparation area, one additional staff member from the Office shall be included in the occupants; the service fee for the staff member shall be paid separately by the renter. 2. Laundry fees for bedding will be charged separately after the occupants leave the Examination Preparation Area. 3. No extra fees will be incurred if the occupants leave the Examination Preparation Area before 11:00 a.m. on the last day of the rental period. However, a half-day fee will be incurred if the occupants leave between 11:00 and 18:00, and a full-day fee will be incurred if the occupants leave after 18:00.

Article 7 On-campus groups renting work or accommodation areas shall be eligible for a 30% discount.

Article 8 Renters that request a sudden cancellation of the rental agreement shall not receive a refund. However, renters who are unable to use the rental space due to a natural disaster or force majeure event may submit a written explanation to the Office to request a full refund.

Article 9 If the space is needed for use by the Office, the Office may notify the renter to abandon the tenancy right two weeks prior to the date of use and refund all fees paid without interest.

Article 10 The Examination Preparation Area is a smoke-free area.
Renters shall exercise due care in the use and maintenance of all facilities, equipment, tables, and chairs, and shall not affix any posters or materials to doors, windows, or walls. Any defects or damages identified prior to use shall be reported to the management immediately. Failure to do so, resulting in the occurrence or aggravation of damage, shall render the renter liable for compensation.

Article 11 If a renter uses the space for any activity not approved in the submitted application or in violation of the law or of NTU regulations, the Office has the right to demand the immediate cessation of the activity. The renter may not raise any objection on this matter.

Article 12 Of the fees received in accordance with the Regulations, 70% shall be earmarked for the University's administrative and utility expenses; the remaining 30% shall be earmarked for the cost of equipment maintenance, supply procurement, cleaning, and management personnel of the Examination Preparation Area.

Article 13 The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation.