

NATIONAL CHENGCHI UNIVERSITY

Shunwen Auditorium Management Regulations

October 7, 2009 Approved by the 621st Administrative Meeting
May 4, 2011 Amended and approved by the 632nd Administrative Meeting for Article 4
May 7, 2014 Amended and approved by the 653rd Administrative Meeting for the full text

- Article 1 National Chengchi University (NCCU or "the University") establishes these regulations to facilitate the management of the Shunwen Auditorium (hereinafter referred to as the "Auditorium").
- Article 2 The primary use of the Auditorium is for scheduled classes. Remaining time slots may be allocated for use by internal university units, prioritized as follows:
- 1) Large-class general education courses.
 - 2) Large-class integrated courses.
 - 3) Other large-class courses.
 - 4) University-wide large-scale events.
- Article 3 The use of the Auditorium must align with the operating hours of the Arts and Culture Center. Exceptions may be made with special project approval.
- Article 4 Management responsibilities related to the Auditorium are assigned as follows:
- 1) Usage Review Unit: Instruction Resource, Office of Academic Affairs.
 - 2) Access Control Unit:
 - a. During office hours: General Education Center.
 - b. Outside office hours: Arts and Culture Center, Office of Student Affairs.
- Article 5 The use of the Auditorium is limited to NCCU's teaching, research, and administrative units.
- Units intending to use the Auditorium must submit an application form to the Instruction Resource, Office of Academic Affairs, at least two weeks in advance. Upon approval, the management fee must be paid within one week.
- If any of the following situations occur during use, the managing unit has the right to terminate usage immediately. Fees already paid will not be refunded, and applications from the unit will not be accepted for one year. In severe cases, the matter will be reported to the university for further action:
- 1) Subletting the venue to others without authorization.
 - 2) Misuse of the venue inconsistent with the application details.
 - 3) Violation of government laws or university regulations.

4) Engaging in any commercial activities.

Article 6 Except for official university courses and those specially approved, all uses of the Auditorium are subject to the following fees:

- 1) Equipment Operation Fee: Units must provide their own equipment operators. If unable to do so, they must hire designated contractors or trained personnel from the General Education Center, with costs borne by the user.
- 2) Cleaning and Management Fee: Charged by the hour, rounded up to the nearest hour, at NT\$500 per hour.
- 3) Overtime and Related Fees: Applicable for usage outside office hours.

For official university courses, up to five sessions per subject are exempt from fees. Additional sessions require special approval and are subject to the fees outlined above.

Courses for in-service programs, extension education, or self-funded programs must adhere to the first clause regarding fees.

Article 7 Units using the Auditorium must strictly comply with the prohibition of food and beverages. After use, they are responsible for cleaning the venue and restoring it to its original condition.

Users are responsible for restoring or compensating for any damage to equipment or property caused during use.

Article 8 The Regulations shall be passed by the Administrative Meeting, and then promulgated and implemented by the President. Any amendments shall be processed accordingly.