

Guidelines for Venue Rental Management and Pricing of the College of Engineering

Formulated at the 4th College Affairs Meeting of the 2011 academic year on March 28, 2012

Approved at the 8th Administration Meeting of the spring semester of the 2011 academic year on June 13, 2012

Approved at the 4th College Affairs Meeting of the 2015 academic year on June 23, 2016

Amended and approved at the 3rd Administration Meeting of the 2016 academic year on October 5, 2016

Approved at the 1st College Affairs Meeting of the 2017 academic year on October 16, 2017

Approved at the 8th Administration Meeting of the 2017 academic year on December 20, 2017

Amended and approved at the 3rd College Affairs Meeting of the 2019 academic year on May 25, 2020

Amended and approved at the 4th Administration Meeting of the fall semester of the 2020 academic year on October 14, 2020

1. The Guidelines for Venue Rental Management and Pricing (hereinafter referred to as “the Guidelines”) of the College of Engineering (hereinafter referred to as “the College”) are formulated in accordance with the Regulations for Venue and Facility Rental Pricing of National Sun Yat-sen University (hereinafter referred to as “NSYSU”) in order to effectively improve the benefits of venue utilization and maintenance and management in the College.
2. Venues of the College are used for educational and research purposes. They are available for rent as long as no impact on teaching or research results.
3. An applicant shall refer to the Venue and Equipment Price List of the College (Attachment 1) and fill out the Venue Rental Application Form (Attachment 2). After the unit of the College in charge of the requested venue approves the application, the applicant needs to confirm the reservation and pay the fee one week prior to the event. Late confirmation or payment will be considered cancellation.
4. Venue pricing standards of the College are described below:
 - (1) Venue rental rate includes air-conditioning, venue maintenance, and equipment maintenance fees.
 - (2) 60% of venue capacity must be achieved for any event in order to maximize venue performance. The application form shall be submitted with the event plan, introduction, or description.
 - (3) A discount of 50% is offered for any event organized by the College according to the charging standards of NSYSU.
 - (4) A discount of 40% is offered for any event co-organized by the College and a unit of NSYSU according to the charging standards of NSYSU.
 - (5) A discount of 40% is offered for any event co-organized by the College and an external organization according to the charging standards of NSYSU for external parties.
 - (6) A discount of 20% is offered for any event co-organized by a unit of NSYSU and an external organization according to the charging standards of NSYSU for external parties.
 - (7) Any student organization or club is allowed to borrow Classroom EN0028 of the Building of Mechanical and Electromechanical Engineering and Classroom EC0001 of the Building of Electrical Engineering for free as long as no impact on teaching or research of the College results.
 - (8) Venues are available for the rest of units under NSYSU during opening hours.
 - (9) The unit of the College in charge of the requested venue reviews the identity of the applicant,

the total rental fee, and the reservation period before approving the application.

5. Venue Use Rules:

- (1) The borrower shall clean up spaces inside and outside the venue. All the items brought to the venue shall be immediately discarded or removed after the event. The rented venue shall be returned to its original state. The unit of the College in charge of the rented venue is not liable for keeping borrowers' assets safe.
 - (2) The borrower shall keep equipment in the venue safe and secure. Equipment cannot be moved without permission. Electricity connection and installation of other audio-visual equipment are also prohibited without permission. The full replacement cost shall be paid for any damaged items.
 - (3) The borrower shall ensure safety and security of the venue and participants.
 - (4) The College has the right to immediately call off any event if the borrower sublets the rented venue to another party without permission, the venue is used for a purpose not stated in the application form, the event is associated with immoral actions, the event leads to a breach of laws and regulations or rules of NSYSU, or there is a risk of damage to the environment and facilities of the College; it will not refund the full amount of the payment, and will disqualify the borrower permanently from applying in the future, and report to NSYSU if the borrower commits serious violation.
6. Matters not stated in the Guidelines shall be handled according to relevant rules of NSYSU.
7. The Guidelines become effective after being approved at the College Affairs Meeting and Administration Meeting, as well as ratified by the President. Amendments to the Guidelines shall follow the same procedure.

Venue and Equipment Price List of the College of Engineering of National Sun Yat-sen University

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Venue Name		Seating Capacity	Rate/Per Hour (Unit: NTD)		Equipment	Note	Responsible Unit and Extension
			External	Internal			
College of Engineering	Lecture Hall EN2028	104	3,000	1,000	E-lectern, single gun projector (4 sets), sound amplification equipment, and air conditioner	For renting to a unit (person) of the College, a meeting will be called to determine the rate.	4003 4002
	Amphitheater Classrooms EC1001 EC1009 EC2011	150	2,000	500	E-lectern, single gun projector (2 sets), sound amplification equipment, and air conditioner		
	Classroom EC1003	64	The hourly rate for an amphitheater classroom applies to these rooms; long-term rental rate is 1200 per 3.31 m ² per month.	E-lectern, single gun projector (1 set), sound amplification equipment, and air conditioner	None		
	Classroom EC3024	An area of 77.34 m ²					
	International Building 6 F Research Room	An area of 19.83 m ²					
	International Building 6 F Discussion Room	An area of 44.29 m ²					
Department of Electrical Engineering	Meeting Room EC 6010-1	20	2,000	700	Computer (laptop is available), video conferencing system, single gun projector, sound amplification equipment, and air conditioner	4108	
	Meeting Room	50	1,700	700	Computer (laptop is available), single		

	EC6011				gun projector, sound amplification equipment, and air conditioner		
	Amphitheater Classroom EC 6019	120	1,700	900	E-lectern, single gun projector, sound amplification equipment, and air conditioner		
	Computer Laboratory EC 6016	57	3,400	1,700	57 PC sets, school broadcast system, single gun projector, sound amplification equipment, and air conditioner		
	Classrooms EC 2007 EC 2010 EC 2019 EC 2018 EC 3009 EC 3012 EC 3013 EC 3014	60	700	350	E-lectern, single gun projector, sound amplification equipment, and air conditioner	NT\$6,300 per room for a one-semester course	
	Electrical Engineering Laboratories EC 6018 EC 6023	30	3,400 *An additional charge of consumables will be added.	1,700 *An additional charge of consumables will be added.	Mixed signal oscilloscope, computer, single gun projector, sound amplification equipment, and air conditioner	NT\$100,000 per laboratory for a one-semester course	
Department of Mechanical and Electromechanical Engineering	Meeting Room EN 2021-1	20	2,000	700	Computer (laptop is available), video conferencing system, single gun projector, sound amplification equipment, and air conditioner	1. Only available for non-teaching hours.	4202
	Meeting Room EN 2021-2	10	1,700	700	Computer (laptop is available), single gun projector, sound amplification equipment, and air conditioner	2. A computer laboratory is only available with the consent of the faculty member teaching in the laboratory.	
	Meeting Room EN 2022	50	4,000	1,500	Computer, single gun projector, sound amplification equipment, and air conditioner	3. NT\$6,300 per room for a one-semester course (only applies to Classrooms)	
	Amphitheater Classroom EN 4055-1	96	1,700	900	E-lectern, single gun projector, sound amplification		

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					equipment, and air conditioner		
	電腦教室 工 EN 4055-2 Computer Laboratory EN 4055-2	50	3,400	1,700	50 PC sets, school broadcast system, single gun projector, sound amplification equipment, and air conditioner		
	Classrooms EC 2003 EC 2006 EC 3001 EC 3002 EC 3003 EC 3005 EC 3006	60	700	350	E-lectern, single gun projector, sound amplification equipment, and air conditioner		
	Classroom EN 0028	18	Free of charge *Only available to student organizations and clubs of NSYSU				
Department of Computer Science and Engineering	Computer Laboratory EC9013	50	3,400	1,700	Computer, school broadcast system, sound amplification equipment, and air conditioner (projection screen may be borrowed separately)		4305
	Classrooms EC1014-2 EC1005 EC1006	60	800	400	Computer, single gun projector, sound amplification equipment, and air conditioner		
Institute of Environmental Engineering	Lecture Hall EV4024	64	1,800	900	E-lectern, single gun projector, sound amplification equipment, whiteboard, and air conditioner		
	Classrooms EC1004 EC2005	60	1,000	500	E-lectern, single gun projector, sound amplification equipment, whiteboard, and air conditioner		4411

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	Analysis Laboratory (Teaching) EV3016	60	3,000	1,500	Experiment equipment, experiment supplies, laboratory teaching assistant, and laboratory assistant				
	會議室 工 EV4013 Meeting Room EV4013	20	1,800	900	Computer, single gun projector, sound amplification equipment, whiteboard, and air conditioner				
Institute of Communications Engineering	Amphitheater Classroom EC2002	125	2,000	500	E-lectern, single gun projector, sound amplification equipment, and air conditioner		4476		
	Classroom EC0001	49	Free of charge *Only available to student organizations and clubs of NSYSU		Whiteboard and air conditioner				
Venue Name		Area	Rate/ (Unit: NTD) Internal		Note				
Department of Electrical Engineering	GE2008	62.80 m ²	1200 per 3.31 m ² per month		<ol style="list-style-type: none"> 1. Only available to units of NSYSU. 2. If the rental is related to a project in collaboration with the department, the head of the department may lower the rate accordingly. 3. For rental requests from faculty, staff and students of the department, they are handled according to rules of the Department Affairs Meeting (or other relevant meetings). 				
	GE2010-1	62.80 m ²							
	GE2010-2	36.36 m ²							
	GE2011	62.80 m ²							
	GE2013-1 GE2013-2	62.80 m ²							
Venue Name		Seating Capacity	Rate (Unit: NTD)				Equipment	Note	Responsible Unit and Extension
			External		Internal				
			Hourly	Available Hours 8~12 13~17	Hourly	Available Hours 8~12 13~17			

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Department of Photonics	Amphitheater Classroom EC4012	80	2400	6000	1200	3000	E-lectern, single gun projector, sound amplification equipment, and air conditioner	A discount of 15% is offered to any unit of NSYSU after accumulating 18 hours of rental.	4459
	Multifunctional Classroom IR3002	48	2400	6000	1200	3000	E-lectern, 4K single gun projector, surround sound system, and air conditioner		
	Classroom IR3003	86	2400	6000	1200	3000	E-lectern, single gun projector, sound amplification equipment, and air conditioner		
	Discussion Room IR3001	21	1200	2400	600	1200	Single gun projector and air conditioner		
	Discussion Room IR2008	30	2160	3600	1080	1800	Single gun projector and air conditioner		
	Discussion Room IR2008-1	18	1200	2400	600	1200	Single gun projector and air conditioner		
	Classroom IR2006	28	2160	3600	1080	1800	E-lectern, single gun projector, and air conditioner		
	Classroom EC3020	46	2160	3600	1080	1800	E-lectern, single gun projector, sound amplification equipment, and air conditioner		
	Room EC4037	18	1200	2400	600	1200	Single gun projector and air		

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							conditioner		
	Classroom EC4038	30	2160	3600	1080	1800	Single gun projector and air conditioner		
	Classroom EC4042	34	2160	3600	1080	1800	Single gun projector and air conditioner		

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Venue Rental Application Form of the College of Engineering of National Sun Yat-sen University

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Application Date: MM / DD / YYYY

※Please fill out the form and submit it to the person in charge of managing the requested venue under the responsible unit

Venue Name		Applicant	
Start and End Times	From MM/DD/YYYY : (hour: minute) To MM/DD/YYYY : (hour: minute)		
Purpose		Number of Participants	
Contact and Phone Number		Applicant's Supervisor or Advisor (Signature)	
Checklist	Event proposal, introduction or description has been attached. (This box shall be checked by the person in charge of managing the requested venue under the responsible unit of the College.)		
Total Amount to be Paid	NT\$: Unit in Charge: _____ Person in Charge (signature): _____ (This field shall be filled in by the person in charge of managing the requested venue under the responsible unit of the College.)		
Description			
<ol style="list-style-type: none"> 1. Venue rental rate includes air-conditioning, venue maintenance, and equipment maintenance fees. 2. 60% of venue capacity must be achieved for any event in order to maximize venue performance. The application form shall be submitted with the event plan, introduction, or description. 3. A discount of 50% is offered for any event organized by the College according to the charging standards of NSYSU. 4. A discount of 40% is offered for any event co-organized by the College and a unit of NSYSU according to the charging standards of NSYSU. 5. A discount of 40% is offered for any event co-organized by the College and an external organization according to the charging standards of NSYSU for external parties. 6. A discount of 20% is offered for any event co-organized by a unit of NSYSU and an external organization according to the charging standards of NSYSU for external parties. 7. Any student organization or club is allowed to borrow Classroom EN0028 of the Building of Mechanical and Electromechanical Engineering and Classroom EC0001 of the Building of Electrical Engineering for free as long as no impact on teaching or research of the College results. 8. Venues are available for the rest of units under NSYSU during opening hours. 9. The unit of the College in charge of the requested venue reviews the identity of the applicant, the total rental fee, and the reservation period before approving the application. 			