Directions for Venue Rental Management and Pricing of the College of Engineering of National Sun Yat-sen University

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 Directions for Venue Rental Management and Pricing (hereinafter referred to as “the Directions”) 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:
5. Venue rental rate includes air-conditioning, venue maintenance, and equipment maintenance fees.
6. 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.
7. A discount of 50% is offered for any event organized by the College according to the charging standards of NSYSU.
8. 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.
9. 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.
10. 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.
11. 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.
12. Venues are available for the rest of units under NSYSU during opening hours.
13. 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.
14. Venue Use Rules:
15. 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.
16. 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.
17. The borrower shall ensure safety and security of the venue and participants.
18. 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.
19. Matters not stated in the Directions shall be handled according to relevant rules of NSYSU.
20. The Directions become effective after being approved at the College Affairs Meeting and Administration Meeting, as well as ratified by the President. Amendments to the Directions shall follow the same procedure.

Attachment 1

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

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

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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 | | |  | | 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 m2 per month. | | | | | E-lectern, single gun projector (1 set), sound amplification equipment, and air conditioner | | | For renting to a unit (person) of the College, a meeting will be called to determine the rate. | |
| Classroom  EC3024 | | An area of 77.34 m2 | | None | | |
| International Building 6 F  Research Room | | An area of 19.83 m2 | | Air conditioner, office tables and chairs, and cabinet | | |
| International Building 6 F  Discussion Room | | An area of 44.29 m2 | | Meeting table, single gun projector, sound amplification equipment, and air conditioner | | |
| 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  EC6011 | | 50 | | 1,700 | | 700 | | | Computer (laptop is available), single 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.  2. A computer laboratory is only available with the consent of the faculty member teaching in the laboratory.  3. NT$6,300 per room for a one-semester course (only applies to Classrooms) | | 4202 | |
| Meeting Room  EN 2021-2 | | 10 | | 1,700 | | 700 | | | Computer (laptop is available), single gun projector, sound amplification equipment, and air conditioner | | |
| Meeting Room  EN 2022 | | 50 | | 4,000 | | 1,500 | | | Computer, single gun projector, sound amplification equipment, and air conditioner | | |
| Amphitheater Classroom  EN 4055-1 | | 96 | | 1,700 | | 900 | | | E-lectern, single gun projector, sound amplification 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 | | |  | | 4411 | |
| Classrooms  EC1004  EC2005 | | 60 | | 1,000 | | 500 | | | E-lectern, single gun projector, sound amplification equipment, whiteboard, and air conditioner | | |
| 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 m2 | | 1200 per 3.31 m2 per month | | | | | 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 m2 | |
| GE2010-2 | | 36.36 m2 | |
| GE2011 | | 62.80 m2 | |
| GE2013-1  GE2013-2 | | 62.80 m2 | |
| 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 |
| 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 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 | |

Attachment 2

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

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

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Application Date: MM/DD/YYYY

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| --- | --- | --- | --- |
| **※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 | | | |
| 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. | | | |