

Article 1: These regulations are established by the Office of Global Affairs (hereinafter referred to as the "Management Unit") to effectively manage and utilize the space and facilities of the Global Lounge (hereinafter referred to as the "Venue").

Article 2: The Venue is a place for free discussions, reading, relaxation, and performances for international faculty and students of the university.

1. Users: International faculty and students of the university.
2. Operating hours: Monday to Sunday, 09:00 to 22:00. The periods announced for external lending are not available.

Article 3: The Venue also provides rental services for academic and cultural development purposes to university faculty, staff, and students. The rental standards are as follows:

Rental eligibility:

a. On-campus units:

1. University faculty or departments.
2. Student groups: Limited to activities with a minimum of 10 participants. The Management Unit and the Global Student Association shall have priority for Venue rental.

b. Off-campus units: Government agencies, enterprises, and other non-university units.

Rental hours: Daily from 09:00 to 22:00.

Fee standards:

- a. On-campus units deposit: NT\$1,000 per day.
- b. Off-campus units deposit: NT\$5,000 per day.

Refund policy for deposits:

A full refund will be made if the rented unit is not used at all. After the rented unit has been used, the Management Unit will confirm the restoration of the Venue to its original state without damage or shortage of equipment before issuing a full refund.

Article 4: Rental Procedures

a. On-campus units:

I. Faculty and staff:

Applicants should enter the university's Portal and use the "Venue Reservation" to apply for rental time slots starting 15 days prior to the intended rental date. After approval, the

applicant should submit the printed Venue Usage Application Form and deposit to the Management Unit.

## II. Student groups:

Applicants should complete the "Venue Usage Application Form" for the Venue and attach an activity plan or description. The application should be submitted to the Management Unit for approval. After approval, the applicant should submit the deposit to the Management Unit.

### b. Off-campus units:

Applicants should complete the "Venue Usage Application Form" for the Venue and attach an activity plan or description. The application should be submitted to the Management Unit for approval. After approval, the applicant should submit the deposit to the Management Unit.

## III. Notes

Applicants should submit the payment to the Management Unit 10 days prior to the rental date and notify the students one week in advance. Failure to comply may result in the cancellation of the rental. On the day of the rental, the applicant should borrow an access card from the Management Unit. If the rental period includes non-working days or holidays, the access card should be borrowed on a working day and returned on the following working day. After the rental is completed, the Venue should be immediately restored to its original condition, and the Management Unit should be notified for inspection. If the rental period includes non-working days or holidays, the Management Unit should be notified for inspection on the following working day. Upon successful inspection by the Management Unit, the applicant can collect the deposit by presenting the second copy of the Venue Usage Application Form.

Article 5: When using the Venue, the following matters should be observed:

1. Except for the items provided by the venue management authority, users should bring their own equipment and return them in the same quantity and condition after use. Any shortage or damage should be supplemented or compensated accordingly.
2. If it is necessary to post posters or promotional banners in the Venue, permission from the Management Unit should be obtained before posting them in the designated locations. Without permission from the Management Unit, no items that may soil the walls, floors, or other facilities of the Venue should be used.
3. Users should take care of their personal belongings as the Management Unit does not assume any responsibility for their safekeeping.
4. Without permission from the Management Unit, users should not tamper with the lighting or use electrical appliances.

5. Users should refrain from engaging in activities that obstruct public affairs or intentionally damage public property.
6. Users should not use torches, firecrackers, or other dangerous items. However, with the approval of the Management Unit or under special regulations, this restriction does not apply.
7. Users should not engage in behaviors that jeopardize public health, building safety, or violate laws or public order.
8. Users should use the Venue within the designated locations and approved time limits.
9. During the event, users should take responsibility for maintaining order, equipment, public safety, traffic, and environmental hygiene both inside and outside the Venue, and should follow the guidance of the Management Unit.
10. Users should not engage in any activities that violate laws or regulations or cause harm to the Management Unit.
11. Before leaving, users should turn off all power sources, including lights, air conditioning, projectors, etc., and restore the environment to a clean state.
12. When using the Venue, users should control the volume to avoid affecting teaching and research activities in the adjacent building.
13. If someone is using the prayer room, users should lower their voices to avoid disturbing others.

Violation of any of the aforementioned provisions shall result in legal liability, and the Management Unit reserves the right to cancel the user's future usage and rental qualifications. If the Management Unit suffers any damages as a result, the user shall be held responsible for compensating the damages. In the case of violations of Article 2 or Article 5, the Management Unit may, if necessary, enforce the dismantling at the expense of the applicant.

Matters not covered in these regulations shall be handled in accordance with the "Yuan Ze University Noise Control Regulations," "Yuan Ze University Smoking Control Regulations," and other relevant regulations.

Article 6: These regulations shall be implemented upon approval by the meeting of the Office of Global Affairs, and any amendments shall follow the same process.

元智大學全球交誼廳場地借用申請表  
Application Form for Usage of Global Lounge

第一聯：管理員持有 Stub of GAO

申請單位 Unit		申請日期 Date	年 (Y) 月 (M) 日 (D)
單位性質 User Type	校內單位 Unit of YZU	<input type="checkbox"/> 本校教職員或單位 Staff or Faculty 學生團體 Student Group	
	校外單位 Other Unit	<input type="checkbox"/> 公務機構 Governmental 企業 Business 其他 Other _____	
申請人 Name		申請人單位主管簽名 Sign of the Supervisor	
聯絡電話 Cellphone		E-mail	
租用日期 Rent	自 From 年 Y 月 M 日 D 至 Until 年 Y 月 M 日 D	時 Hr 分 Min	時 Hr 分 Min
設備 Appliance	<input type="checkbox"/> 投影機 Projector 投影機遙控 Projector Controller 投影布幕 Projector Screen <input type="checkbox"/> 音響設備 Audio Equipment 其他 Other _____		
參加人數 Number of Participants	人 person		
保證金 Deposit	<input type="checkbox"/> NTD 1,000/日 Per Day (限本校教職員 YZU Faculty/單位 Unit/學生團體收費性活動 Profit event by student group) <input type="checkbox"/> NTD 5,000/日 Per Day 共 Total 日 day(s) NTD Paid		
簡述活動內容 Description of Event			

全球處承辦人 Personnel :

全球處  
GAO :

元智大學全球交誼廳場地借用申請表  
Application Form for Usage of Global Lounge

第二聯：借用者持有 Stub copy

申請單位 Unit		申請日期 Date	年 (Y) 月 (M) 日 (D)
申請人 Name		申請人單位主管簽名 Sign of the Supervisor	
租用日期 Rent	自 From 年 Y 月 M 日 D 至 Until 年 Y 月 M 日 D	時 Hr 分 Min	時 Hr 分 Min
保證金 Deposit	<input type="checkbox"/> NTD 1,000/日 Per Day (限本校教職員 YZU Faculty/單位 Unit/學生團體收費性活動 Profit event by student group) <input type="checkbox"/> NTD 5,000/日 Per Day 共 Total 日 day(s) NTD Paid		

全球處承辦人 Personnel :

全球處  
GAO :