

Yuan Ze University Regulations Governing the Management of Global Lounge

- Article 1 The Global Affairs Office (hereinafter abbreviated as GAO) establish this Regulation in order to effectively manage and utilize the space and equipment of the Global Lounge (hereinafter referred to as the Venue)
- Article 2 The Venue provide a place to freely discuss, read, rest and perform
- I. For teachers and international students of Yuan Ze University
 - II. From 9 AM to 10 PM, except for the time in which the Venue has been borrowed in accordance with the provisions of Article 3;
 - III. Applying process: teachers and international students could bring their student ID card to GAO for registration; once being registered, the ID card can be used to enter the Venue.
- Article 3 The Venue is open for rent as a group for hosting events related to the promotion of academic and cultural exchange. The rental criteria are as follows:
- I. User type:
 - A. Unit of Yuan Ze University
 - (A) Staff or faculty of Yuan Ze University
 - (B) Group of 10 or more students; GAO and Global Student Association have the priority to rent the Venue.
 - B. Off-campus Group/ Organization
 - II. Rentable time: every day from 9 AM to 10 PM.
 - III. Deposit payment:
 - A. Unit of YZU and Student Group (above 10 person) NT\$ 1,000 refundable deposit per day
 - B. Off-campus Group/ Organization (above 10 person) NT\$ 5,000 refundable deposit per day
 - IV. Deposit Reimbursement

GAO shall return the full amount of deposit after verifying that the Venue has been restored to its original condition, and there is no damaged or shortage on equipment. Deposit could be fully returned if the Venue is unused.

V. Procedure

- A. Unit of Yuan Ze University
 - (A) Staff or faculty of Yuan Ze University: the user should apply through “Site Reservation System” in Portal at least 15days prior to the using date; after the application is approved, submit the application form downloaded from the system and deposit to GAO.
 - (B) Group of 10 or more students: the user should submit the “Application Form for Usage of Global Lounge” along with the proposal of the activity to GAO at least 15days prior to the using date; after the application is approved, submit the deposit to GAO.
- B. Off-campus Group/ Organization
The user should submit the “Application Form for Usage of Global Lounge” along with the proposal of the activity to GAO at least 15days prior to the using date; after the application is approved, submit the deposit to GAO.
- C. Please note that the user must pay the deposit at least 10 days prior to the using date and publicize a week before the activity; GAO reserves the right to cancel the application if the user failed to do so. The

user should borrow the access card from GAO on the using date; if the using time is off the office hour or on a holiday, the user should borrow the access card during the office hour before the using time and return it in the next office hour. After using, the Venue should be restored to its original condition and inform GAO for inspection. If the using time is off the office hour or on holiday, the user should inform GAO in the next office hour. Once the Venue has passed GAO inspection, the user could have their deposit returned with the stub copy of the application form.

Article 4 When using the Venue, the following rules should be complied with:

- I. The equipment inside the Venue should be returned and/or restored to its original condition; when there is shortage or damage to the equipment(s), the user should supplement the insufficiency or compensate for the damage based on the market price. The user shall prepare any extra equipment needed by themselves.
- II. If it is necessary to paste posters or promotional slogan while using the Venue, the user should first get the permission from GAO, then the user could paste it on the designated place. Anything that may result in defacement of the Venue should not be used without the permission of GAO.
- III. GAO is not responsible for any items brought into the Venue.
- IV. No additional power, cabling, or other electrical fittings or appliances are to be installed or used within the Venue without prior consent from GAO.
- V. Do not obstruct official duties or intentionally destroy public property.
- VI. Do not use torches, firecrackers, or any other dangerous item, unless with the permission of GAO.
- VII. Do not conduct acts that endanger public health or the safety of the building or violate any laws or orders or disgrace to GAO.
- VIII. The Venue can only be used in the approved time.
- IX. The user shall be responsible for maintaining the order, equipment(s), public safety, traffic and environment during using time. User should follow the instruction of GAO (if any).
- X. Users should not engage in any activities that violate laws or regulations or cause harm to the Management Unit.
- XI. User should turn off everything including lights, air conditioner, projector, etc., and clean the Venue after usage.
- XII. User should not make too much noises that interrupt the lesson and research in the building.
- XIII. The talking voice should be kept low when the Prayer Room is used
- XIV. In this venue, it is prohibited to use products that may endanger national cybersecurity (such as software, hardware, and services from mainland Chinese brands). Any equipment that has been hacked or compromised must be immediately turned off, and the management unit must be notified.

Those who failed to follow the regulations shall be responsible for the violation; GAO unit reserves the right to cancel the application of the violator. The user should also be responsible if their behavior resulted in any damage or disgrace of GAO. For those who violate paragraph II and IV in this Article, GAO deserves the right to remove all the additional item; the user shall be responsible for the expense of removal.

Article 5 Matters not specified in these Regulations shall be undertaken in accordance with *Yuan Ze University regulation of noise control*, *Yuan Ze University regulation on tobacco hazards prevention* and other relevant regulations.

Article 6 These regulations shall become effective upon approval by the Council of Global Affairs Office. The same also applies to amendments.

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	本校教職員或單位Staff or Faculty	學生團體 Student Group
	校外單位Other Unit	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	投影機Projector 投影機遙控Projector Controller 投影布幕Projector Screen 音響設備Audio Equipment 其他Other _____		
參加人數 Number of Participants	人 person		
保證金Deposit	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) 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	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) NTD 5,000/日 Per Day 共Total 日 day(s) NTD Paid		

全球處承辦人 Personnel :

全球處 GAO :