

NATIONAL CHENGCHI UNIVERSITY

Regulations Governing the Management of Outdoor Venues

December 7, 2005 Passed by the 599th Administrative Meeting

May 4, 2016 Amended and passed the name and full text by the 665th Administrative Meeting

May 3, 2017 Amended and passed Article 3 by the 670th Administrative Meeting

**This English version is intended to provide a general understanding of the original Chinese regulations. In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.*

Article 1 National Chengchi University (NCCU or "the University") formulates the *Regulations Governing the Management of Outdoor Venues* ("the Regulations") to enhance the efficiency of the utilization and management of outdoor venues.

Article 2 The outdoor venues of the University include the following:

- I. Roman Square
- II. The square in front of the Administration Building
- III. The square in front of Si Wei Hall
- IV. The square in front of the Bai Nian Building
- V. Other venues as approved through a specific report

Article 3 The rental periods for outdoor venues by NCCU units are as follows:

- I. Monday to Friday during class hours: from 12:00 PM to 1:00 PM and from 6:00 PM to 10:00 PM.
- II. Saturdays, Sundays, national holidays, and during winter and summer breaks when classes are suspended: from 8:00 AM to 5:00 PM.

For activities organized by department students or student clubs that are continuous in nature and require the use of the same venue, applications shall be submitted on a daily basis and shall not exceed five days per application (including Saturdays, Sundays, and national holidays).

Extensions may be requested for up to five additional days prior to the

expiration date of the original application, but this shall only be done once.

In special circumstances, an application shall not be subject to the restrictions of the preceding two paragraphs if departments provide specific reasons and obtain approval through a specific report.

Additionally, for static performances, the name of the performing unit or student club shall be prominently displayed at the venue where the event is held.

Article 4 Non-NCCU units may apply to the University's outdoor venues on Sundays, national holidays, and during winter and summer breaks when classes are suspended, provided that such use does not interfere with the University's teaching, research, or administrative activities, or with the activities of duly registered student groups.

Article 5 The procedures for applying to use venues are as follows:

- I. NCCU units, departments, or student clubs applying to use outdoor venues must complete an application form, have it approved by their respective unit or department (or the Student Activity Section, Office of Student Affairs for student clubs), and submit it to the General Management Section, Office of General Affairs for processing.
- II. Non-NCCU units must submit a formal document at least fourteen days before the intended date of use and complete an application form. Upon approval, they must pay the relevant fees at the Cashier's Section, Office of General Affairs, and present the receipt to the General Management Section, Office of General Affairs for processing.

Article 6 NCCU units shall be exempt from paying a cleaning deposit and venue management fee for the use of the University's outdoor venues. Non-NCCU units or co-organizing units, except those specifically approved by the President through a specific report for fee exemption, shall pay the relevant fees in accordance with the regulations before use.

The cleaning deposit mentioned in the preceding paragraph shall be refunded upon completion of the use and restoration of the venue to its original condition, with the receipt as verification.

The fee standards for the use of venues referred to in the paragraph 1 shall be prescribed separately.

Article 7 If the University urgently requires an outdoor venue that has already been approved for use, the Office of General Affairs may notify the applicant at least seven days in advance to cease use. The applicant may not raise any objections or request compensation. Unless the applicant opts to postpone the use, relevant fees already paid shall be refunded without interest.

Article 8 If an applicant is unable to use the venue on the scheduled date due to certain reasons and apply for a postponement or refund, they shall submit a written explanation at least seven days prior to the date of use; if no prior explanation is given, it shall be deemed as a waiver of use, and the venue management fee paid shall not be refunded. However, this shall not apply in cases of natural disasters or force majeure.

Article 9 The office of General Affairs may immediately terminate the use of the University's outdoor venues in any of the following circumstances:

- I. Unauthorized use.
- II. Actual use that does not conform to the details stated in the application form.
- III. Unauthorized use beyond the scope of the approved application or unauthorized subletting of the venue.
- IV. Unauthorized use of audio equipment, screens, electrical appliances, or other potentially dangerous items.
- V. The volume and scale of the activity interfere with teaching and research in the surrounding area.
- VI. Violation of the University's regulations, national laws, or public order and morality.

Article 10 When using the University's outdoor venues, applicants must maintain order, cleanliness, and safety in and around the venue. The setting off of firecrackers and the use or spraying of flammable materials are strictly prohibited. Upon completion of use, the venue must be immediately cleaned and restored to its original condition. If any public facilities are damaged, the applicant will be held liable for compensation. If the venue is not restored to its original condition in a timely manner, the University reserves the right to employ personnel to clean or repair it. The necessary expenses will be deducted from the cleaning deposit. Should the deposit

be insufficient, the applicant will be responsible for reimbursing the difference.

Article 11 Posters, signs, flags, and banners used by the applicant for the activity must be posted or hung only in designated locations. The applicant is responsible for ensuring their safety, maintenance, and cleanup. All such items must be promptly removed after the activity concludes. If they are not removed within the specified time, they will be treated as waste and disposed of.

The disposal costs incurred in the preceding paragraph will be deducted from the cleaning deposit or reported to the competent authority. These costs may also be considered in the evaluation of future applications.

Article 12 Equipment and vehicles entering the campus during the activity must be parked in designated locations, and parking fees must be paid in accordance with University regulations. Violators will be subject to the University's regulations on motor vehicles.

Article 13 If the venue is not approved for use and graffiti, staining, posting, hanging, or damage to public facilities occurs, the individuals responsible for such actions will be held liable for cleanup or compensation.

Article 14 Serious violations of the provisions of Articles 9 to 11 and 13 may be reported or shall be prosecuted in accordance with the law.

Article 15 The Regulations shall be passed by the Administrative Meeting and implemented upon promulgation. The same procedure shall apply to any amendments.