

National Yang Ming Chiao Tung University Southern District Management
Regulations for Public Space

I. The purpose of the following regulations is to enforce the management of the public space of the Social Center hereinafter referred to as the Center)

II. The Center is specifically available for the dorm residents. For the following groups and events, space excluding audio and conference rooms) can be reserved through applications in writing.

(1) Activities organized by the administrative unit of the university or the autonomous organizations of the district.

(2) Activities arranged by the residents of the district.

Activities ought to be non commercial activities, and applications must be submitted 2 weeks in advance.

III. Reservations can be completed through:

(1) Online registration: Residential students can reserve online through the venue reservation system

(2) Written application: Event organizers should submit a written application , sign the form , and attach activity descriptions for approval.

IV. Security Deposit

(1) No security deposit is required for online registration. As for the written applications, after approval, the security deposit of NT\$3,000 should be paid 10 days prior to the event. The deposit is refundable after the event.

(2) In case of a cancellation, event organizers should inform the management 3 days before the event. If events are cancelled due to natural disasters or other irresistible factors, please provide the original payment receipt to apply for a refund of the security deposit. The security deposit will not be returned if the event organizer cancels the reservation without notifying the management. The refund applications over two months are considered invalid.

V. Time of Use

Each application for use is limited to 2 hours.

VI. Regulations

- (1) After the approval of space reservation, the management still has the right to coordinate with event organizers and take the venue for other purposes.
- (2) Unauthorized use of equipment is not allowed (please refer to Article 5, Section 15 of the National Chiao Tung University Student Housing Counseling Regulations). If the use of additional electrical equipment for an event is necessary, please submit the request at the time of application.
- (3) Except for the public kitchen where food can be prepared with electrical equipment provided by the university, other grilling, drinking, and smoking behaviors are not allowed in the Center.
- (4) No posters, advertisements, notices, or hanging items of any kind are allowed in the Center. The additional decorations needed for an event should be applied in advance for approval.
- (5) Any forms of noise, mahjong, gambling, or other inappropriate behaviors that may disturb dorm residents are prohibited.
- (6) Please dispose garbage and food waste by yourself.
- (7) Equipment should be used with care. After use, the venue should be cleaned, restored to its original state, and all lights turned off.
- (8) Users who violate the above-mentioned regulations will not be allowed to reserve venues in the Center for six months, and the security deposit will not be returned. Users should be responsible for any damage to the facilities, and may be required to pay the original price of damaged items. The compensation will be deducted from the security deposit, and the shortage will be compensated based on actual situations.

This policy will be modified, published, and implemented after its approval by the Student Dormitory Management Committee