

# Rental Regulations for Conference Spaces at the CPT Building

Approved at the 8th College Executive Board meeting of the 2006 academic year (December 12)

1. The regulations were formulated to facilitate the full use and improve the sound management of the conference spaces at the CPT Building of the College of Electrical and Computer Engineering (hereafter referred to as CPT conference spaces).
2. CPT conference spaces exist primarily for the following uses:
  - (1) International academic conferences or large-scale academic conferences.
  - (2) Large-scale seminars organized by the departments or institutes of the College.
  - (3) Large-scale seminars organized by other sectors of the University.
  - (4) Activities organized by the departments or institutes of the College.
  - (5) Academic activities organized by sectors external to the University and coorganized by the departments or institutes of the College.
  - (6) Activities that are organized by groups external to the University and approved by the College after applications are submitted.
  - (7) The International Conference Hall of the CPT Building is mainly used for seminars and conferences. To rent spaces for classes or examinations, please contact the Office of Academic Affairs directly. To rent spaces for student activities organized by clubs, camps, and societies, please contact the Student Activity Center or the relevant divisions of the Office of Student Affairs.
3. Detailed Rental Regulations
  - (1) Service hours
    - Rental periods—**A: 8:00–12:00, B: 13:00–17:00, and C: 18:00–22:00.**
    - Conference spaces are not available for rent on national holidays announced by the government.
    - Contact person: Mr. Wei-Cheng Lin TEL: 03-5712121#59211 FAX: 03-5735601
  - (2) Spaces
    - Conference spaces are spacious, and seats are comfortable; service staff members are helpful, and the spaces are comprehensively equipped.
    - Exhibition stands can be set up in the corridors on the first floor.

Space→	101 International Conference Hall			
Capacity	170 people			
Type	Amphitheater Sofa seats			
Location	1st floor			
Area	297 m <sup>2</sup>			
Equipment	Suspended single-gun projectors and amplifier systems			

## (3) Rental rates of CPT conference spaces

### 1. Conference hall rates

Space→	101 International Conference Hall			
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<b>Capacity</b>	<b>175 people</b>			
<b>Mondays to Fridays</b>	<b>NT\$10,000</b>			
<b>Evenings and holidays</b>	<b>NT\$12,000</b>			

## 2. Exhibition space rates

<b>Area</b>	<b>Indoor corridors on the 1st floor</b>	<b>Outdoor corridors on the 1st floor</b>
<b>Rate</b>	<b>NT\$3,500 / period</b>	<b>NT\$2,000 / period</b>
<input type="checkbox"/> Booths or stands can be set up here for the purpose of exhibition. <input type="checkbox"/> Simple outdoor activities are allowed in the outdoor corridors (note: barbecues are not permitted).		

## 3. Technical service fees

<b>Item</b>	<b>Weekdays</b>	<b>Weekend or holidays</b>
<b>Fee</b>	<b>NT\$600 / period</b>	<b>NT\$2,000 / period</b>
<b>Note</b>		

## 4. Space service fees for meals and snacks

<b>Dining space</b>	<b>Lunch and dinner venues</b>	<b>Dessert table</b>	<b>Buffet table</b>
<b>Fee</b>	Capacity of 70 people: NT\$1,000 / time Capacity of 40 people: NT\$600 / time Capacity of 20 people: NT\$300 / time	NT\$500 / time	NT\$2,500 / time / 2 hours
<b>Note</b>	Time for box lunches and dinners: Lunch: 12:00–13:10 Dinner: 17:10–18:10	Use time: Tea break time	Using corridors for placing food and drinks

% Dining spaces are mainly rented to users who have rented the conference hall. For users who need to rent only dining spaces, an additional NT\$1,000 cleaning fee will be charged every time.

## 5. Rental discounts (not applicable to technological service fees and dining space service fees)

<b>Discount period</b> <b>User</b>	<b>1 period</b>	<b>2 or more periods</b>	<b>5 or more periods</b>
<b>1. Corporations</b>	<b>Full price</b>	<b>20% off</b>	<b>30% off</b>
<b>Discount:</b> for corporations that have rented the spaces 5 or more times	<b>30% off</b>		<b>40% off</b>
<b>2. Government agencies</b>	<b>50% off</b>		
<b>3. Departments in the University</b>	<b>70% off</b>		
<b>4. Companies in cooperation with the University</b>	<b>30% off</b>		<b>40% off</b>

<b>Discount:</b> for companies that have rented the spaces 5 or more times	<b>40% off</b>	<b>50% off</b>
<input type="checkbox"/> Companies in cooperation with the University: The full names of the University and the cooperating department(s) or institute(s) must be noted on conference advertising materials and posters. <input type="checkbox"/> Companies later confirmed in not to have cooperation with the University shall be requested to pay space rates according to the standard of general corporations. <input type="checkbox"/> Regarding renting spaces for activities organized by student clubs, please contact the Student Activity Center or the relevant divisions of the Office of Student Affairs.		

(4) Relevant regulations

1. Please read the following regulations carefully before renting CPT conference spaces, and fill out the Rental Application Form for CPT Conference Spaces for subsequent rental procedures.
2. The College of Electrical and Computer Engineering has priority for using CPT conference spaces. Activities organized by the Dean of the College are free of charge.
3. Space rates should be paid 15 days before the conference; otherwise, the rental procedure is considered incomplete, and applicants are responsible for the consequences incurred. Users who have paid the fee but cannot hold the events as scheduled may apply for full refunds by submitting a report and the original payment receipt if event cancellations are caused by uncontrollable factors, such as natural disasters. However, failure to submit refund applications within two months after the date of the conference is considered forfeiture. Users who have canceled their events for reasons other than uncontrollable factors, such as natural disasters, shall present a report along with the original payment receipt within one month after the date of the conference to apply for a 90% refund. Failure to comply with the deadline is regarded as forgoing the refund.
4. Applicants who use the names of others to rent conference spaces shall be required to pay the discounted amount of every rental period, and the administrative unit of the conference spaces may reject the subsequent rental applications submitted by the applicants or relevant sectors, or refuse to offer rental discounts.
5. Users must remove all decorative objects, such as posters, labels, signs, and flags, inside and outside of the rented spaces after the conferences. Violation of this rule shall result in rejection of subsequent rental applications or rental discounts. Any damage caused to the conference spaces and the fixed facilities shall be compensated for according to the prices.
6. All of the devices, equipment, and movable properties, such as tables and chairs, are allowed to be used only in the conference spaces. Users are responsible for properly using these objects and compensating for the loss of or inappropriate damage caused to the objects. These objects must not be moved or borrowed from the conference hall or rooms. Violation of this rule shall result in the revocation or termination of use rights, and users shall accept the consequences without any objection.
7. Users should attend to their rental periods properly and avoid overtime use in order to protect the rights of the users of the subsequent periods.
8. Users should properly keep their valuable belongings and conference materials. The administrative sector of the conference spaces is not liable for the safekeeping or loss of these objects. However, the sector will assist with searching for lost objects when notified by the users of the loss.
9. Smoking is not allowed in the conference spaces. Please inform event participants of this rule in advance.
10. For inquiries regarding the rental periods and dates of the conference spaces, please contact us by telephone. TEL: 03-5712121#59211 FAX: 03-5735601.