

# **Rental Regulations for the International Conference Hall of Engineering Building 4 of the College of Electrical and Computer Engineering**

Approved at the 1st College Affairs Committee meeting of the College of Electrical and Computer Engineering in the 1998 academic year (November 3)

Revised and approved at the 6th College Executive Board meeting of the College of Electrical and Computer Engineering in the 2003 academic year (December 9)

1. The regulations are formulated to facilitate the full use and improve the sound management of the International Conference Hall of Engineering Building 4 (hereafter referred to as the Conference Hall).
2. The Conference Hall exists primarily for the following uses, and should be rented for use according to the priority listed below:
  - (1) International academic conference or large-scale academic conferences (applications should be submitted two months before the event).
  - (2) Large-scale seminars organized by the departments or institutes of the College (applications should be submitted one month before the event).
  - (3) Classes offered by the departments or institutes of the College that large classrooms cannot accommodate or examinations in which more than 88 students participate at the same time (note: the amphitheater classrooms of Engineering Building 4 can accommodate 175 people, and the Conference Hall can accommodate 198 people; applications should be submitted one week before the event).
  - (4) Large-scale seminars organized by other sectors of the University (for the following uses, applications should be submitted one month before the need or event).
  - (5) Activities organized by the departments or institutes of the College.
  - (6) Academic activities organized by sectors external to the University and coorganized by the departments or institutes of the College.
  - (7) Corporate members of the University.
  - (8) Nonprofit activities organized by the departments or institutes of the College or public interest groups.
  - (9) Student activities organized by clubs, camps, and societies (a deposit of NT\$2,000 is required).
3. To rent the Conference Hall, applicants must complete an application form and submit the form to the College. If two or more applicants register for the same period, the priority listed in Article 2 is followed. For applications of the same type of activity, the one submitted first will be accepted. The College shall notify applicants of their decision after the aforementioned application deadlines have passed.
4. Applications not applicable to the uses listed in Article 2 must be signed and approved by the president of the College.
5. For urgent cases applicable to the uses listed in Article 2, applicants should complete and submit an application form (approved and signed by the using departments) to the College at least one week before the event. The applicants can use the venue only after obtaining approval from the College.
6. If a time period has already been registered for use, subsequent applications will not be accepted unless the subsequent applicants negotiate with the approved user and obtains permission to use the venue.
7. Except for uses (3) and (8) in Article 2, users of the Conference Hall are required to pay venue rental fees and technical service fees (equipment use fees) according to the following standards:

	A. For the uses of (1), (2), (4), (5), and	B. For the uses of (6) and (7) listed in
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	(9) listed in Article 2	Article 2
0–4 hours	Venue rental fee: NT\$1,800 Technical service fee: NT\$1,200	Venue rental fee: NT\$3,500 Technical service fee: NT\$ 2,500
4–8 hours	Venue rental fee: NT\$ 3,000 Technical service fee: NT\$1,800	Venue rental fee: NT\$6,000 Technical service fee: NT\$ 4,000
8–12 hours	Venue rental fee: NT\$ 3,600 Technical service fee: NT\$2,400	Venue rental fee: NT\$9,000 Technical service fee: NT\$6,000

Note: For uses (3) and (8) in Article 2, users should submit petitions when encountering particular conditions and pay the fees incurred by the loss of equipment or electricity and personnel costs when appropriate.

8. Users of the Conference Hall must not turn on devices such as lights, stereos, and air-conditioners before obtaining the permission of the venue keeper. If users need to connect other electrical devices to the venue, they should do so with the keeper and propose such need during application to ensure safety. Eating and drinking is not permitted in the Conference Hall.
9. Users should pay attention to the maintenance of the various devices in the venue. The College will demand compensation for the damage incurred to the devices of the venue based on the actual conditions. Users should note in the application form and obtain the permission of the College if additional decorations to the venue are required. Users are responsible for restoring the venue to its original state after use. The College may reject subsequent applications of users who violate this rule three or more times.
10. These regulations were approved by a College Affairs Committee meeting or a College Executive Board meeting of the College before being announced and implemented. Revisions to the regulations shall undergo the same procedure.