

Guidelines for the Leasing, Fees, and Management of the National Taiwan Normal University Union Building 10th Floor Recording Studio

2021.10.22 Passed during NTNU's 121st Academic Fund Committee Meeting

- I. In order to effectively manage and use the NTNU Union Building 10th floor recording studio (hereinafter referred to as the Studio), according to NTNU's "Guidelines for Leasing, Fees, and Management of Venues," these guidelines have been set as follows.
- II. The Studio is managed and maintained by NTNU Online of the Office of Academic Affairs(hereinafter referred to as the Managing Unit). Its main purpose is to support campus instructional activities, and is available for leasing at other times.
- III. Leasing eligibility: NTNU departments/units, instructors, and student clubs.
- IV. In principle, the venue is available for lease at the following times: Weekdays 8:00-12:00 and 13:00-17:00. Fees are charged at an hourly rate; time less than 1 hour is rounded up to the nearest hour.
- V. How to apply:
 - (I) NTNU departments/units and instructors: Register with the Managing Unit, fill out the "Studio Application Form," and submit it to the Managing Unit for review.
 - (II) NTNU student clubs: Register with the Managing Unit, and fill out the "Studio Application Form." After the club advisor signs it, submit to the Managing Unit for review.
- VI. Standard fees:

The venue booking fee is NT\$1,200 per hour. NTNU departments/units, instructors, and student clubs receive a 50% discount. Instructors and student clubs shall pay by wire transfer.
- VII. Lessees with any of the following behaviors may be asked to leave by the Managing Unit at any time, and fees will not be refunded:
 - (I) Lessees who are unapproved, or sublease the Studio to others without authorization.
 - (II) Lessees whose actual usage of the venue differs from that which is indicated in the application.

- (III) Lessees who fraudulently use NTNU departments/units, instructors, or students clubs' names to apply.
- (IV) Lessees who may damage venue equipment or damage facilities on purpose.
- (V) Lessees who disturb teaching, administration, or the peace of neighbors, and take no heed of warnings.
- (VI) Lessees who bring inflammables, explosives, dangerous items, or prohibited items, or engage in dangerous behavior.
- (VII) Lessees who violate the law, NTNU's policies, or public order and good morals.
- (VIII) Lessees who hold political and religious activities.
- (IX) Other lessees who are believed to be inappropriate by the Managing Unit.

VIII. If the leasing unit or person cannot use the venue after their application is approved, they must contact the Managing Unit to cancel the application 3 days before the original booking date unless due to force majeure (such as natural or man-made disasters and war, etc.)

IX. The leasing unit or person must maintain the order and cleanliness of the venue as well as the safety of activities. No food or drinks other than water are allowed. The venue must be cleaned and returned to its original condition immediately after use. If equipment is damaged, the cost must be reimbursed. If the venue is not returned to its original condition, the Managing Unit will clean and repair all damage, and the cost will be charged to the leasing unit or person.

X. If the leasing unit or person brings any equipment, they are responsible for safe handling and cleaning. Brought equipment must be removed when leaving. Anything left behind will be disposed of.

XI. Any matters that are not addressed in these Guidelines shall be governed by other NTNU policies deemed relevant.

XII. These Guidelines have been reviewed passed by the NTNU Academic Fund Committee and implemented. The same shall apply to all subsequent amendments.

Attachment: National Taiwan Normal University Union Building 10th Floor Recording Studio Application Form