

College of Marine Sciences, National Sun Yat-sen University

Guidelines for the Management and Rental of Spaces and Equipment

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Article 1. The College of Marine Sciences (hereinafter “the College”) established the Guidelines for the Management and Rental of Spaces and Equipment (hereinafter “the Guidelines”) to promote effective use, maintenance and management of spaces and equipment within the College. The Guidelines were formulated following the Guidelines for Premise Rental of National Sun Yat-sen University.

Article 2. Applicants must not rent spaces as private individuals. Applicants should follow the procedure below and submit applications to the respective management unit at least two weeks in advance.

1. Contact the management unit and make a reservation;
2. Fill out the Space Rental Application Form and the Affidavit for Space Rental and Equipment Use;
3. Pay the required fees.

Article 3. Applications for educational purposes and/or units under the College have priority of use. The Space Rental and Equipment Usage Fees is in effect except in the following scenarios:

1. No fees are charged if the space is used for regular lectures held by departments of the College as needed;
2. Space rental fees and management fees are waived if the applicants are units under the College and the units are using the space to host an event. However, the air conditioning fee is still applicable;
3. No rental fees are charged for students and/or organizations of this university hosting events approved by the university or department. However, air conditioning fees, utility fees, and management fees are still applicable.

Article 4. Applicants are required to pay a security deposit of NT\$2,000 when renting a space. This security deposit will be returned to applicants in full when the space has been confirmed to be in its original condition after use.

Article 5. Once an application has been approved, applicants must pay all the required fees at least one week before the day of use. Failure to do so will result in the application approval being rescinded.

Article 6. The space rental fees are used to pay for the use of spaces and equipment as well as to cover their depreciation. The use of air conditioning and utilities and the management cost are not included in these fees and must also be paid, with no discounts.

Article 7. Discounts for the rental of spaces by colleges and other units of the university are as follows:

1. 20% for units of the university to cohost events with external agencies, institutions, or groups;
2. 50% if the applicant is a unit of the university. However, if the applicant is cohosting the event with one or more external organizations, a discount of 20% is applicable;
3. The full fee is applicable if the applicant is an external agency, institution, or group. If the applicant is an alumnus of the university and is renting the space on behalf of their company, agency, institution, or group, a discount of 20% is applicable. However, if the invoice is payable by an external entity, a business tax of 5% will be charged.

Article 8. Applicants are asked to contact the management unit before using equipment in the rented space. Applicants shall repair or pay for equipment damages if such damages is the result of improper use. Concerning whether drinking and eating are allowed in the space, please refer to the regulations for the respective space.

Article 9. Units outside the College who rent spaces during off hours must contact the management unit in advance to borrow keys and to learn how to operate the equipment. Additionally, an overtime fee (as per the university's regulations) is applicable.

Article 10. Regulations for cancellation:

1. If applicants must cancel their applications due to unforeseen circumstances (i.e., nonhuman factors), they must notify the management unit three days in advance to receive a full refund of the space rental fee along with the security deposit;
2. Applicants who wish to cancel their applications one day before the actual space usage date must notify the management unit; they will receive a full refund of the space rental fee and 50% of the security deposit;
3. If applicants choose not to use the space without notifying the management unit in advance, only the space rental fee will be refunded in full and the security deposit will not be returned.

Article 11. Applications that meet any of the following conditions will be rejected. If the applications have already been approved, the approval will be revoked.

1. The intended use of the space is in violation of government policies, laws, or regulations;
2. The intended use of the space violates social or moral standards or norms;
3. The space is not used in the manner described in the application, or someone other than the applicant is using the rented space;
4. The facilities are in danger of being severely damaged.

Article 12. Matters not covered by the Guidelines will be addressed in accordance with relevant regulations of the university.

Article 13. These Guidelines, as well as all amendments thereto, shall come into effect upon approval by the College Affairs Council and review by the University Administrative Meeting.

Disclaimer. The document was translated from its Chinese version. The Chinese guidelines supersede the English ones shall there be discordance between the documents.

College of Marine Sciences, National Sun Yat-sen University

Space Rental and Equipment Usage Fees

Space	Number of seats	Fees	Equipment	Management unit
Lecture Hall (MA3021)	286	Rental fee: NT\$2,000/h NT\$5,000/half day NT\$10,000/full day Air conditioning fee: NT\$500/h	- a single beam projector - a projection screen - microphones - stereos - a multifunctional lectern, etc.	College of Marine Sciences
Conference Room (MA2016)	40	Rental fee: NT\$1,000/h Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - microphones - stereos - a multifunctional lectern, etc.	College of Marine Sciences
Joint Showroom (MA1020)	28	Rental fee: NT\$1,000/h Air conditioning fee: NT\$200/h	(1) Briefing room: - a single beam projector - a projection screen - microphones - stereos - a multifunctional lectern, etc. (2) Showroom: - TV screens for exhibition purposes - showcases - acrylic poster clips, etc.	College of Marine Sciences
Event Venue (in front of the Joint Showroom)	No fixed seat (20×8 m ²)	Rental fee: NT\$200/h Utility fee: NT\$100/h	- wooden floor (30 m ²) - sockets - fluorescent lamps, etc.	Dept. of Oceanography (on behalf of the College)
Freezer		Faculty only; no discount Regular unit: NT\$150/mo/unit Unit at AC outlet: NT\$100/mo/unit		College of Marine Sciences
Culture pond		Faculty only; no		College of

Space	Number of seats	Fees	Equipment	Management unit
		discount NT\$10/mo/m ²		Marine Sciences
Classroom (MB2015)	68	Rental fee: NT\$1,500/h NT\$4,800/half day NT\$9,600/full day Air conditioning fee: NT\$300/h	- a single beam projector - a projection screen - microphones - stereos - a computer lectern, etc.	Department of Marine Biotechnology and Resources
Classroom (MB2020)	50	Rental fee: NT\$1,200/h NT\$3,800/half day NT\$7,500/full day Air conditioning fee: NT\$300/h	- a single beam projector - a projection screen - microphones - stereos - a computer lectern, etc.	Department of Marine Biotechnology and Resources
Classroom (MB1009)	50	Rental fee: NT\$1,000/h NT\$3,200/half day NT\$6,000/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - microphones - stereos - a computer lectern, etc.	Department of Marine Biotechnology and Resources
Classroom (MB2016)	40	Rental fee: NT\$800/h NT\$2,500/half day NT\$4,800/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - microphones - stereos - a computer lectern, etc.	Department of Marine Biotechnology and Resources
Classroom (MB2014)	30	Rental fee: NT\$500/h NT\$1,600/half day NT\$3,000/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - microphones, etc.	Department of Marine Biotechnology and Resources
Lecture Room (ME3002)	96	Rental fee: NT\$2,500/h Air conditioning fee: NT\$500/h	- a single beam projector - a projection screen - microphones - a multifunctional lectern - internet sockets, etc.	Department of Marine Environment and Engineering
Lecture	124	Rental fee:	- a single beam	Department of

Space	Number of seats	Fees	Equipment	Management unit
Room (ME3006)		NT\$2,000/h NT\$14,000/full day Air conditioning fee: NT\$500/h	projector - a projection screen - microphones - a multifunctional lectern - internet sockets, etc.	Marine Environment and Engineering
Computer Classroom (ME3004)	50	Units of the university only Rental fee: NT\$2,500/h Air conditioning fee: NT\$500/h	- a single beam projector - a projection screen - microphones - a multifunctional lectern - internet sockets, etc.	Department of Marine Environment and Engineering
Seminar Room (ME2002)	20	Rental fee: NT\$500/h NT\$3,000/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - internet sockets, etc.	Department of Marine Environment and Engineering
Classroom (ME2007, ME3005, ME4013)	24 or 40	Rental fee: NT\$800/h NT\$4,800/full day Air conditioning fee: NT\$300/h	- a single beam projector - a projection screen - internet sockets - a multifunctional lectern (ME2007 only)	Department of Marine Environment and Engineering
Classroom (ME2001, ME2003, ME2005)	60 or 65	Rental fee: NT\$1,000/h NT\$6,000/full day Air conditioning fee: NT\$300/h	- a single beam projector - a projection screen - a multifunctional lectern - internet sockets	Department of Marine Environment and Engineering
Classroom (ME4004B, ME4014, ME3007)	10-12	Rental fee: NT\$200/h NT\$1,200/full day Air conditioning fee: NT\$200/h	- a single beam projector (ME4004B only) - a projection screen (ME4004B only) - internet sockets	Department of Marine Environment and Engineering
First and second floor entrances		For the department only Security deposit: NT\$3,000		Department of Marine Environment and Engineering
E Classroom (MA3040)	60	Rental fee: NT\$1,000/h	- a single beam projector	Department of Oceanography

Space	Number of seats	Fees	Equipment	Management unit
		NT\$3,500/half day NT\$6,000/full day Air conditioning fee: NT\$300/h	- a projection screen - microphones - a multifunctional lectern - internet sockets	
Classroom (MA1005, MA2009)	72 or 40	Rental fee: NT\$250/h NT\$900/half day NT\$1,700/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - microphones - a computer lectern - internet sockets	Department of Oceanography
Classroom (MA2022, MA2039, MA2042, MA2060)	12-28	Rental fee: NT\$200/h NT\$700/half day NT\$1,300/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - internet sockets	Department of Oceanography
Small Lecture Room (MA2034)	37	Rental fee: NT\$800/h NT\$2,500/half day NT\$5,000/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - a whiteboard - a lectern with a microphone - two wireless microphones - stereos - speakers - a multifunctional lectern - built-in concealed air conditioners - a cloth-hanging board	Institute of Marine Affairs
Small Lecture Room (MA2032)	50	Rental fee: NT\$1,000/h NT\$3,200/half day NT\$6,400/full day Air conditioning fee: NT\$200/h	- a single beam projector - a projection screen - a whiteboard - a lectern with a microphone - two wireless microphones - stereos - speakers - a multifunctional	Institute of Marine Affairs

Space	Number of seats	Fees	Equipment	Management unit
			<ul style="list-style-type: none"> lectern - built-in concealed air conditioners - a cloth-hanging board 	
International Conference Room (MA2033)	22	Rental fee: NT\$1,000/h NT\$3,200/half day NT\$6,400/full day Air conditioning fee: NT\$200/h	<ul style="list-style-type: none"> - negotiation tables - a single beam projector - a projection screen - a lectern with a microphone - two wireless microphones - a conference microphone for two people, stereos, speakers - a multifunctional lectern - built-in concealed air conditioners - a cloth-hanging board - a tea room (containing a refrigerator and a counter) 	Institute of Marine Affairs
Small Seminar Room (MA2037)	12	Rental fee: NT\$300/h NT\$1,000/half day NT\$2,000/full day Air conditioning fee: NT\$100/h	<ul style="list-style-type: none"> - Ship-shaped conference tables containing digital panels - a single beam projector - a projection screen - a whiteboard - a multifunctional lectern 	Institute of Marine Affairs
<p>Note: A management fee of NT\$500/time of use is applicable to all spaces</p>				