

國立成功大學臺北聯絡辦公室空間管理要點

NCKU Directions for Managing the Taipei Liaison Office

107 年 2 月 1 日第 106A260697 號簽核定

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Revised and approved on June 9, 2021 via the 4th University Affairs Committee meeting for Academic Year 2020

- 一、國立成功大學(以下簡稱本校)為有效管理臺北聯絡辦公室空間(以下簡稱本場地)，依國立成功大學集會場所管理辦法第三條規定，特訂定本要點。
 1. National Cheng Kung University (the University) establishes these Directions in compliance with the requirements in Article 3 of the NCKU Regulations for Assembly Site Management in order to effectively manage the Taipei Liaison Office.
- 二、本場地供作學術、藝文、記者會及集會等相關活動使用，為考量使用效能，除本校各單位使用外，校外機構或團體得申請借用，並收取場地使用費，借用時段及收費標準如附表。
 2. This site is meant for related activities such as the arts and literature, press conferences, and assemblies. In light of the use efficacy, besides respective units of the University, external institutions or groups may apply to borrow them, too. Site use fees may also be collected. The available time slots and the fee collection criteria are shown in the annex.
- 三、校內各行政單位會議、教學研究單位舉辦學位口試、研討會等學術活動或經學務處核准之學生社團活動，免收場地使用費。但活動向參加人員收取費用或受有經費補助時，應依收費標準繳交場地使用費。
 3. For respective administrative units of the University to hold meetings or education and research units to hold degree-related oral interviews as well as seminars, among other academic events or student club events approved by the Office of Student Affairs, the site charge is waived. When fees are collected from participants or the events are sponsored, however, the site charge is to be paid according to the fee collection criteria.
- 四、申請使用本場地，如情形特殊經簽請校長核可者，得免收或減收場地使用費。但於非上班時段使用空調者，依本場地大樓管理委員會規定，須另行支付每小時新臺幣 250 元空調費用。
 4. To apply for using this site, the site charge may be waived or reduced upon approval by the President of the University under special circumstances. When air-conditioning is used during non-business hours, however, additional NT\$250 per hour to cover the cost of air-conditioning needs to be paid as required by the Building Management Committee for the site.
- 五、借用本場地，須於預定使用期日 14 日前，以申請表或本校公共空間管理系統線上提出申請核准後，並於預定使用期日 7 日前，繳交全部場地使用費，始得使用。

5. To borrow the site, it is required to apply for approval by submitting the Application Form or through the public space management system of the University 14 days prior to the expected date of use and such use is only allowed after the whole site charge is paid off 7 days prior to the expected date of use.

若已完成繳費，因故未能使用者，得於申請使用期日 7 日前，申請取消或變更使用時間；經核准取消者，已繳納場地使用費扣除 10%手續費後，無息退還。

If the charge is paid and it is impossible to use the site, cancellation or change of the use time may be applied for 7 days prior to the requested date of use. Once canceled upon approval, the paid site charge will be refunded without interest after the 10% transaction fees are deducted.

六、申請使用本場地，有下列情形之一者，不予核准；已核准者，得取消核准並停止其使用：

6. When the use of this site is applied for, it will not be approved under one of the following conditions; that having been approved may be canceled or be discontinued:

(一) 活動內容有違反法令，或有妨害公共秩序或善良風俗之虞。

(1) The activity violates laws and regulations or obstructs public order or good customs.

(二) 活動內容有損害本場地相關設施、設備之虞。

(2) The activity involves damages to related facilities and equipment of this site.

(三) 涉及政黨活動。

(3) Political party activities are involved.

(四) 與申請內容不符或將本場地轉讓他人使用。

(4) It does not answer to the contents applied for or the site is transferred to be used by someone else.

(五) 本校單位代校外機構或團體申請借用場地，意圖規避或減少場地費用。

(5) The university's unit borrows the site on behalf of an external institution or group in order to circumvent or reduce the site charge.

(六) 其他經認定不宜使用情形。

(6) Other conditions where use is considered inappropriate

七、本場地之使用應遵守下列事項：

7. Use of this site shall be based on the following requirements:

(一) 使用本場地若需移動桌椅擺設，由借用單位自行移動，並於活動結束恢復場地原狀；非經本校同意，不得擅自引接電源。

(1) If the desks and chairs need to be rearranged while the site is being used, the borrower may freely move them and reinstate the site

upon completion of the event; without prior approval from the University, do not introduce additional power sources.

- (二) 借用單位應妥善維護本場地各項設施設備，若有損壞應恢復原狀或照價賠償。
- (2) The borrower shall properly maintain respective facilities and equipment at the site and shall restore them or pay for what they are worth in case of damage.
- (三) 本場地位於辦公大樓內，嚴禁大聲喧嘩、張貼、加釘鐵釘、吸煙等影響其他大樓用戶行為。
- (3) The site is located inside an office building. Behavior that will affect other building users such as speaking loudly, putting up posts, adding nails and smoking is strictly prohibited.
- (四) 活動所需之茶水等雜項事務，由借用單位自行負責，使用後須保持本場地之整潔，如遺留大宗廢棄物，相關清除工作或所需費用，概由借用單位負責；使用完畢請關閉冷氣、電燈及門窗。
- (4) Miscellaneous affairs such as tea and water needed during the event shall be the sole responsibility of the borrower. Cleanliness of this site needs to be kept after it is used. If huge waste is left behind, the borrower shall take sole responsibility for the cleanup or the required cost. Please turn off the air-conditioner, lights, and close the door and windows after use.

申請單位違反前項規定，經勸導無效者，本校得立即停止借用，其已繳納費用不予退還。

In the event that the applying unit violates the requirements in the preceding paragraph and does not heed advice, the university may discontinue the use immediately and the paid charge will not be refunded.

八、若遇本校舉行重要活動須使用本場地，本校有優先使用權利，於 7 日前通知申請單位暫停或延期借用；若申請單位不能延期借用時，已繳納之各項費用，無息退還。

8. If this site is needed for an important event of the University, the University has the privilege over its use and notify the applicant 7 days in advance to suspend or postpone the use; if postponed use is impossible for the applicant, the various fees that are paid shall be refunded without interest.

九、本要點經校長核定後實施，修正時亦同。

9. These Directions are to be implemented after they are approved by the President of the University and the same shall apply to their revisions.

國立成功大學臺北聯絡辦公室空間場地收費標準表
NCKU fee collection criteria for its Taipei Liaison Office

場地 Site	座位數 (人) Number of seats (number of participants)	場地 Site		影音設備 Audiovisual equipment	費用(元) Charge (\$)
		時段 Time slot	費用(新臺幣元) Cost (NT\$)		
多功能室 Multi-functional room	30	平日上午 09:00~12:00 09:00 ~ 12:00 Monday through Friday	3,600	投影設備、音響設備、麥克風、遠端視訊設備 Projectors, stereos, microphones, remote video conference equipment	1,000
		平日下午 13:00~17:00 13:00 ~ 17:00 Monday through Friday	4,800		
		平日晚上 18:00~21:00 18:00 ~ 21:00 Monday through Friday	4,800		
備註 Remarks	<p>1. 場地設備有會議桌椅、講台、白板。 There are conference desks and chairs, podiums, and whiteboards at the site.</p> <p>2. 借用多功能室，逾時每小時加收 1,500 元，未滿 1 小時以 1 小時計。 For the multi-functional room, for each additional hour, NT\$1,500 is to be collected; when it is shorter than an hour, it shall be charged for an hour.</p> <p>3. 目前本校臺北校友會就地代管，校友會社團借用每一時段場地使用費，以本場地收費標準表 50%計收。 It is currently under the management of the NCKU Alumni Association of Taipei. For each time slot when the site is borrowed by the clubs under the Association, the charge at 50% of that shown in the Fee Collection Criteria for the site applies.</p>				

國立成功大學臺北聯絡辦公室空間使用申請表

NCKU Application Form for Use of its Taipei Liaison Office

編號：
No.

申請單位 Applying Unit	申請日期： 年 月 日 Date of application: MM/DD/YYYY		
申請人 Applicant	聯絡電話 Telephone		
活動名稱 Name of event	主持人 Host		
活動內容 Details about the event			
使用時間 Time of use	日期： 年 月 日 Date: MM/ DD/ YYYY 時間：__時分起至時分止 共計小時 Time: __ through a total of hours		
參加人數 Number of participants	人 Participants	使用空間及設備 Space and equipment used	<input type="checkbox"/> 多功能室 Multi-functional room <input type="checkbox"/> 影音設備 Audiovisual equipment
費用 Charge	1. 場地使用費：__元。 Site: \$ __ 2. 影音設備費：__元。 Audiovisual equipment: \$ __ 3. 空調費：小時，每小時 250 元，計__元。 Air-conditioning: hours, with NT\$250 per hour and \$ __ in total. 合計費用共__元。 \$ __ in total		
審核單位 Reviewed and approved by	承辦人 Handling officer	經營管理組組長 Head of the Management Service Division	總務長 Vice President for General Affairs
申請單位已詳讀並同意遵守「國立成功大學臺北聯絡辦公室空間管理要點」內容： The applying unit has read carefully and agreed to abide by the NCKU Directions for Managing the Taipei Liaison Office: <input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes <input type="checkbox"/> No			
注意事項 Attention	1. 使用場地若需移動桌椅擺設，須由借用單位自行移動以及恢復場地；未經本校同意，不得擅自引接電源。 (1) If the desks and chairs need to be rearranged while the site is being used, the borrower may freely move them and reinstate the site upon completion of the event; without prior approval from the University, do not introduce additional power sources. 2. 借用單位應妥善維護場地各項設備，倘有損壞應恢復原狀或照價賠償。		

	<p>(2) The borrower shall properly maintain respective equipment at the site and shall restore them or pay for what they are worth in case of damage.</p> <p>3. 本場地位於辦公大樓，適合靜態活動，嚴禁大聲喧嘩、張貼、加釘鐵釘、吸煙等影響其他用戶行為。</p> <p>(3) The site is located inside an office building, which is suitable for stationary activities. Behavior that will affect other building users such as speaking loudly, putting up posts, adding nails and smoking is strictly prohibited.</p> <p>4. 活動所需之茶水等雜項須由借用單位自行負責，使用後須保持場地之整潔，如遺留大宗廢棄物，相關清除工作或費用需由借用單位負責；使用完畢請關閉冷氣、電燈及門窗。</p> <p>(4) Miscellaneous affairs such as tea and water needed during the event shall be the sole responsibility of the borrower. Cleanness of this site needs to be kept after it is used. If waste is left behind, the borrower shall take sole responsibility for related cleanup and cost. Please turn off the air-conditioner, lights, and close the door and windows after use.</p> <p>5. 本表經核准後，請送至本校總務處經營管理組辦理後續借用事宜。</p> <p>(5) This form is to be sent to the Management Service Division under the Office of General Affairs of the University once approved to facilitate subsequent borrowings.</p>
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