

NCKU Regulations for Managing NCKU Innovation Center- Macronix Building

1. National Cheng Kung University (hereinafter referred to as the University) has established these regulations to effectively manage the space of the NCKU Innovation Center-Marconix Building(hereinafter referred to as the Macronix Building) and provide it as a venue for the development of faculty, staff, and students and the interdisciplinary teaching and research of students.
2. The development strategy and space utilization principles for the Macronix Building will be determined by the University President and Vice Presidents at a meeting. The Office of General Affairs will establish an Executive Committee to review space applications and report the results regularly to the President and Vice Presidents at the meeting.

The Executive Committee is convened by the Vice President for General Affairs, and its members include the Office of Academic Affairs, The Office of Research and Development and the Innovation Headquarters.

3. The space referred to in these Regulations includes the basement level, the first floor, the second floor, the third floor, and public spaces. The uses are as follows:
 - (1) **Parking Facilities:** Provided for temporary use by faculty and staff members, resident teams, and external visitors. Parking services across the campus shall be centrally administered by the General Service Division, Office of General Affairs.
 - (2) **Multi-functional Commercial Space:** Leasing to external vendors shall be managed by the Management Service Division, Office of General Affairs.
 - (3) **International Conference Hall:** Venue for large-scale meetings and assemblies. Applications for use shall be handled by the General Service Division, Office of General Affairs.
 - (4) **Research Rooms and Creative Spaces:** Available for lease to interdisciplinary research and teaching teams, youth innovation groups, and creative R&D teams.
 - (5) **Classrooms:** Including medium-sized classrooms for 30 or 60 persons, as well as lecture theater. Available for lease to teams for courses, cross-disciplinary teaching, discussions, lectures, or workshops.
 - (6) **Common Area:** Provided for annual exhibitions by university units, and available for inter-team discussions, exchanges, and project exhibitions.
 - (7) **Administrative Offices:** Allocated for administrative and property management staff.
 - (8) **Public Areas:** Including covered walkway, square, entrances, staircases,

collaborative steps, functional area, restrooms, pantries, and storage rooms.

4. Space Rental Procedures for Macronix Building

- (1) Long-term Resident Teams: Applications for Research Rooms and Creative Spaces must be submitted through the online system at least three months in advance, accompanied by a space usage plan. Upon approval, the team shall enter into a Letter of Undertaking (for internal units) or a Lease Agreement (for external organizations).
- (2) Short-term Users: Applications for classrooms, common area, covered walkway, square, collaborative steps, and functional area must be submitted through the online system at least 20 working days before the intended date of use, with an activity plan attached.

5. Payment Methods for Macronix Building

- (1) **International Conference Hall:** Fees shall follow the " National Cheng Kung University Directions for Managing the Rental of Event Venues under the Jurisdiction of the Office of General Affairs " under the General Service Division.
- (2) **Research Rooms and Creative Spaces:** NTD10,000 per month.
- (3) **Common Area, Covered Walkway, Square, Collaborative Steps, and Functional Area:**
 - A. Long-term resident teams: Free of charge.
 - B. Internal units: NTD1,000 per hour.
 - C. External organizations: NTD1,500 per hour.
- (4) **Classrooms:**
 - A. 30-person Classroom:
 - (a) Long-term resident teams: Free of charge.
 - (b) Internal units: NTD 5,000 per 4 hours.
 - (c) External organizations: NTD 8,000 per 4 hours.
 - B. 60-person Classroom and Lecture Theater:
 - (a) Long-term resident teams: Free of charge.
 - (b) Internal units: NTD 7,000 per 4 hours.
 - (c) External organizations: NTD 10,000 per 4 hours.

Payment Regulations: Long-term resident teams must pay one month's deposit and the first month's rent within 3 days after signing the contract.

Short-term users must pay all fees 3 days before the scheduled activity.

Fees are calculated as follows: Monthly rental fees charged as one full month even if under one month. Hourly rental fees charged as one full hour even if under one hour. 4-hour rental fees charged as one full 4-hour block even if under 4 hours.

Special cases may be granted discounted or free use upon approval by the Executive Committee.

6. The Executive Committee shall evaluate resident teams annually to determine eligibility for contract renewal. Resident teams are required to present their achievements publicly each year and participate in university activities. Teams failing to comply with their approved usage plan, producing insufficient results, or failing to cooperate with university events may be denied renewal.
7. Upon expiration of the residency period, teams must remove all personal property and restore the space to its original condition within 7 working days. Short-term users must vacate and restore the space immediately after the rental period ends. Any property left beyond the deadline may be removed by the University without compensation. Teams shall not claim damages for loss or disposal of unattended items.
8. Approved resident and short-term user teams (hereinafter “User Teams”) shall comply with the following:
 - (1) Operating hours of Macronix Building are 08:00–22:00, Monday to Sunday. Use of public spaces for courses or discussions requires prior approval from the Executive Committee.
 - (2) Access control is managed by the Executive Committee. User Teams must safeguard their access cards and may not alter, duplicate, or misuse them. Replacement costs shall be borne by the User Teams.
 - (3) User Teams shall maintain and properly use facilities in compliance with building, fire safety, environmental, and occupational health regulations.
 - (4) User Teams shall repair or compensate for any damage to facilities or equipment, except for consumables.
 - (5) Resident teams shall vacate upon lease expiry, project termination, or upon receiving one month’s advance notice from the University for institutional needs.
 - (6) University ceremonial or major events shall take precedence over all reservations; User Teams shall comply accordingly.
 - (7) Macronix Building may not be used for religious, political, election-related, or otherwise inappropriate activities.
 - (8) User Teams may not use products that pose national cybersecurity risks (e.g., software, hardware, or services from PRC-based companies). In case of suspected hacking, devices must be shut down immediately and reported to facility management.
 - (9) Hazardous materials (e.g., flammable substances, gas, explosives, corrosives, toxic gases, or pollutants) are strictly prohibited.

(10) Violations of these rules may result in suspension of usage rights, immediate termination of the lease, and restitution obligations.

9. Matters not specified herein shall be governed by the relevant Lease Agreements, Letters of Undertaking, and University regulations.

10. These Regulations shall take effect upon approval by the President after passage in the Vice President–President Meeting. Amendments shall follow the same procedure.