

National Sun Yat-sen University

Directives for the Rental of School Premises

Approved by the 7th Administrative Council meeting of academic year 2011, December 7, 2011
Approved by the 3rd University Fund Management Committee meeting of 2012, March 20, 2012

1. The Directives were established under " Article 28 of the National Property Act " to promote the use efficiency, maintenance, and management of the University premises and venues.
2. The university premises are mainly for teaching and research purposes. Normal classroom use should be given priority to teaching activities; and under the premise of not affecting teaching activities, it can be used by organizations outside the university. The use of organizations outside the university in the preceding paragraph is limited to legal gatherings or activities.
3. By the "Requirements on the Management of Revenues and Expenditures for Self-funded Revenue of Administrative Affair Fund from National Sun Yat-sen University" and the Directives, the charging standards (including deposits) and management methods of the venues of each unit are set by each unit shall be approved by the first-level academic or administrative unit meeting, then approved by the administrative council meeting.
4. In addition to measuring the location, capacity, and equipment of each site, the charging standards of each unit site should also consider the following principles:
 - (1) The rental fees for events hosted by student parties and organizations with approvals from the university may be waived; only air conditioning and cleaning fees will be charged.
 - (2) The rental fees for 50% discount will apply to each unit in the school.
 - (3) The rental fees for 20% discount will apply to events that are jointly organized by off-campus groups and units of the university
 - (4) The rental fees by off-campus institutions will be charged in full according to the standard.
5. After this standard is adopted and implemented, all venues in the school

shall set a charging standard according to this standard, and the first-level academic or administrative unit shall send it to the administrative meeting for review. However, if the charging standard has been set before the implementation of this standard and passed by the administrative meeting, this limit is not applicable.

6. For matters unaddressed in the present directions, please refer to relevant regulations of the university.
7. The Directives were approved by the administrative council and the University Fund Management Committee with sanctioned by the University principal before implementation. Modifications shall follow the same procedure.