

National Sun Yat-Sen University
Department of Theater Arts
Management Regulations of Design Studio

Approved by the 4th Department Affairs Council, Academic Year 98, October 16th, 2009
Revised and approved by the 5th Department Affairs Council, Academic Year 98, October 29th, 2009
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- I. Purpose: the regulations are for using and managing the design studios of the Department of Theater Arts.
- II. Description: The regulations apply to the design studio 114, 701, 702, 704 and other design studios, depending on circumstances.
- III. Opening hours:
 - A. The daily use time is from Monday to Friday, from 9 am to 21:30 am.
 - B. On weekends and during winter and summer vacations, the studios open from 9 am to 5 pm and not open at night.
 - C. Borrowing during non-open hours must be signed by the instructor and handed over to the undertaker to complete the borrowing process, and the signing instructor must be able to accompany the student to supervise the work during the borrowed hours or assist in handling the problem.
- IV. Instruction :
 - A. The general time allocation for design studios, which will be changed every academic year, is as follows:
 1. 114 Design Studio: seniors, graduate students and public tables.
 2. 702 Design Studio: junior.
 3. 704 Design Studio: Sophomore.
 - B. Each person pays a deposit of NT\$500 at the beginning of each semester, and the studio is cleaned every two weeks, including individual seats, material areas, and floor stains and garbage removal.
 - C. The inspection time is 12:00 noon on the second and fourth Monday of each month. If a seat is found that has not been restored, the studio will be closed for use for one month.
 - D. If the crew needs to borrow public tables and mechanical equipment, they shall apply for additional borrowing, and pay a deposit of NT\$3000, which will be returned after the objects have been restored.
 - E. The public space on the seventh floor is not allowed to be used or piled up. Once used, the studio on the seventh floor will be completely closed at night. The public space on the first floor should be restored to clean and tidy immediately. Violators will be fined NT\$3000 as cleaning fee.
 - F. Senior graduates need to clean up their seats, return other things to the original places, and take away personal belongings and trash before leaving

school; postgraduates are not allowed to occupy seats except those who take graduation production courses.

- V. Anyone found to have violated the above regulations shall cancel the right to reserve the design studio.
- VI. The above unmentioned matters shall be handled in accordance with the instructions of the management staff of the department office.
- VII. These regulations were approved by the Department Affairs Council. Modifications shall follow the same procedure.