

Xizi Alumni House Occupancy Management Guideline

Passed by the 7th Administrative Meeting in the spring Semester of AY 2011/12 dated 2012.05.30

- I The “National Sun Yat-sen University Alumni House Occupancy Management Guideline” (hereinafter referred to as “This Guideline” is instituted for the effective management and maintenance of the facility and equipment of Xizi Alumni House (hereinafter referred to as “Alumni House”) of National Sun Yat-sen University (hereinafter referred to as “The University”).
- II The Alumni House is positioned for “providing service for the alumni, faculties and students of The University” and opened to the public and local community in part.
- III The Alumni Service Center is responsible for the management of the Alumni House.
- IV The billing for using the facility of the Alumni House is governed by the “National Sun Yat-sen University Billing Standard for Using University Facilities” and the Billing Standard of This Guideline.
- V Those who intend to use the facilities of the Alumni House shall file an application 3 weeks beforehand in accordance with the following procedure:
 - (I) Arrange for an appointment and fill in an application for using the facilities of the Alumni House.
 - (II) Confirm the approval of application with the Alumni Service Center.
 - (III) Pay applicable fees.
- VI On approval for using the facilities of the Alumni House, the applicant shall pay for applicable fees 1 week prior to the scheduled date of occupancy. Those who fail to make payment by the deadline shall be construed as giving up the right of occupancy.
- VII The University may have an urgency for occupying the facilities of the Alumni House being arranged for the applicant and shall notify the applicant to change the date of occupancy or discharge the application. The fees already paid will be refunded bearing no interest. Applicants shall not object to such arrangement.
- VIII If any of the following applies to the content of the events held by the users in the duration of occupancy of the Alumni House, such users will be declined for further use of the facilities. Applicants who have been approved for using the facilities shall halt all events in progress:
 - (I) Violation of applicable legal rules and government policies.
 - (II) Causing damage to social virtue and good custom.
 - (III) Discrepant use of the facilities as stated in the application or availing the facilities to a third party.
 - (IV) The concern of inflicting severe damage to the facilities of the Alumni House.

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- (V) The occupants have a bad record of using the facilities in the past.
- (VI) Using the Alumni House in defiance of the professed purpose and positioning.
- IX Occupants shall take good care of the facilities and equipment of the Alumni House and shall be liable to any damage caused at the cost of replacement.
- X The applicant shall be responsible for the decoration of the venue and recovery to its original condition after the event.
- XI Occupants shall apply with the Alumni Service Center or obtain permission beforehand to use the equipment installed at The Alumni House. Occupants may need to use additional equipment or connect to other equipment in an urgency and shall contact the Alumni Service Center for processing.
- XII The occupants shall be responsible for the security, maintenance, safety, medical emergency service, and public order of the Alumni House in coordination with the Alumni Service Center for the duration of occupancy.
- XIII Applicants may cancel the application for reservation of occupancy of the Alumni House by notifying the Alumni Service Center beforehand with processing of the cancellation procedure and refund. Full refund is available for cancellation of reservation 1 week before the scheduled date of occupancy or only the fees for air-conditioning and utilities will be refunded.
- XIV The revenue of the Alumni House will be allocated in accordance with the principle of allocation of income under This Guideline (Appendix I).
- XV This Guideline shall come into force at the resolution of the Administrative Meeting of The University subject to the finalization of the President of The University. The same procedure is applicable to any amendment thereto.

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**Appendix I. National Sun Yat-sen University the Alumni House Billing Standard
[Weekdays]**

Floor	Venue	Maintenance fee	Cleaning fee	Air-conditioning fee	Electricity	Total (each time slot)	Occupancy
2nd floor	Yung Chi A Hall	1,000	1,000	500	500	3,000	10 persons
	Yung Chi B Hall	1,000	1,000	500	500	3,000	10 persons
	Lung Ching Hall	2,000	1,000	500	500	4,000	10 persons
3rd Floor	Jong Shyn Hall	8,000	3,000	2,000	2,000	15,000	About 60 persons
Equipment	Single projector (only for Jong Shyn Hall)					1,000	

Note: The above rates are applicable to occupancy of the venue in the morning and afternoon of weekdays (Monday through Friday, 08:00-12:00, 13:00-17:00)

[Nighttime and Weekends]

Floor	Venue	Maintenance fee	Cleaning fee	Air-conditioning fee	Electricity	Total (each time slot)	Occupancy
2nd floor	Yung Chi A Hall	1,500	1,500	500	500	4,000	10 persons
	Yung Chi B Hall	1,500	1,500	500	500	4,000	10 persons
	Lung Ching Hall	2,000	1,500	500	500	5,500	10 persons
3rd Floor	Jong Shyn Hall	12,000	45,000	2,000	2,000	20,500	About 60 persons
Equipment	Single projector (only for Jong Shyn Hall)					1,000	

Note: The “venue maintenance fee” and “cleaning fee” will be charged at 1.5 times the regular rate during nighttime and weekends. Nighttime refers to the hours of 18:00-22:00. Weekends refer to recognized holidays and the holidays to be taken by the faculties and staff of The University under university regulations.

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[The principle of preferential treatment]

This Billing Standard is instituted in accordance with the “National Sun Yat-sen University Billing Standard for Using University Facilities” with the principle of preferential treatment specified below:

1. Free of charge or the offering of special discount for occupancy by meetings at the university level, celebration events at the university level, Alumni Service Center (including related meetings of the NSYSU Alumni Association) and other events approved by the President of The University for using the facility free of charge.
2. 50% discount on “venue maintenance fee” and “cleaning fee” for occupancy by functions of the university.
3. In general, student organizations or groups may occupy the venue free of charge but are charged for cleaning (50% discount), and the fees for air-conditioning and electricity.
4. Occupancy by chapters of the Alumni Association for events or meetings will be charged for cleaning (50% discount), air-conditioning, and electricity.
5. Occupancy by alumni will be charged for “venue maintenance” and “cleaning” with 10% discount.
6. 50% discount on “venue maintenance fee” and “cleaning fee” for occupancy by university advisory committee members and the executive committee of the NSYSU Alumni Association (including the advisors and honorary directors) for private purposes.
7. Occupancy by holders of Friends of Xizi Alumni House Card (basic card) will be charged for “venue maintenance” and “cleaning” with 20% discount.
8. Occupancy by holders of Friends of Xizi Alumni House Card (silver card) will be charged for “venue maintenance” and “cleaning” with 30% discount.
9. Occupancy by holders of Friends of Xizi Alumni House Card (gold card) will be charged for “venue maintenance” and “cleaning” with 50% discount.
10. Occupancy by holders of Friends of Xizi Alumni House Card (platinum card) will be charged for “venue maintenance” and “cleaning” with 70% discount.
11. Occupancy by holders of Friends of Xizi Alumni House Card (prestige card) will be charged for “venue maintenance” and “cleaning” with 90% discount.
12. Enterprises engaged in joint venture with The University or who are benefactors of The University may be issued the “Friends of Xizi Alumni House Alumni Card” at the approval of the President of The University. The priority for preferential treatment will be determined by the President and will be good for 1 year.
13. If a specific applicant for occupancy bears several titles at the same time, preferential treatment will be granted by the most favorable status.
14. If catering service is offered at the venue in the duration of occupancy, no discount is offered for cleaning.
15. The administrative information hall is open to the faculties, staff, and students of The University during regular office hours (Monday through Friday, 09:00-17:00).

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Illustration of Preferential Treatment

Identity/item	Venue maintenance fee	Cleaning fee	Air-conditioning fee	Electricity fee
University functions	50% discount	50% discount	○	○
Student organizations or groups	x	50% discount	○	○
Chapters of the Alumni Association	x	50% discount	○	○
Alumni	10% discount	10% discount	○	○
University advisory committee members and executive committee of the NSYSU Alumni Association (including consultants and honorable directors)	50% discount	50% discount	○	○
Friends of Xizi Alumni House Card (basic card)	20% discount	20% discount	○	○
Friends of Xizi Alumni House Card (silver card)	30% discount	30% discount	○	○
Friends of Xizi Alumni House Card (gold card)	50% discount	50% discount	○	○
Friends of Xizi Alumni House Card (platinum card)	70% discount	70% discount	○	○
Friends of Xizi Alumni House Card (prestige	90% discount	90% discount	○	○

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Note: The “○” symbol means full amount is required. The “x” symbol means payment is waived. If the amount of discount is mentioned inside the bracket “ ”, the rate stated is in effect.

[Important Notice]

1. In general, occupants of the venue may also use the balcony for sight-seeing on the same story but are not permitted to serve food or organize other forms of activities. If it is necessary to use the balcony for special reasons, petition with the President of The University for approval.
2. Occupants of the Jong Shyn Hall on the 3rd floor are also entitled to use the reception area and the guest room.
3. Equipment for free of charge use: the screen display.
4. Time slot is divided into: 08:00-12:00; 13:00-17:00, 18:00-22:00. Duration of less than 4 hours will be counted as 4 hours. Occupancy in excess of one time slot will be charged the fee of the next time slot.
5. The “venue maintenance fee” and “cleaning fee” for nighttime (18:00-22:00) will be charged at 1.5 times the regular rate.
6. If the occupants of the venue serve meals from a catering service, remove all equipment, utensils, tableware, trash, and other items not belonging to the Alumni House from the venue on the same day after the end of the event. If removal of all of the above items is not possible on the same day, the Alumni Service Center will dispatch personnel to clean it up. The lessee or the catering service provider shall not object to such action or claim for compensation. In addition, any application for using the venue by the same lessee will be rejected.
7. If the venue will be occupied for a banquet, or other forms of meal serving that may soil the venue, the lessee shall pay a security deposit amounting to NT\$5,000 to this office in person or by mail in cash-preserved envelope 7 working days prior to the scheduled date of the event. If the venue is severely soiled that a professional cleaner must be hired for the cleaning job and recovery, the security deposit will be used to offset the expense incurred thereof. If the amount of security is insufficient to cover the expense actually incurred from the cleaning and recovery, this office will claim for the damage against the lessee.
All events shall be concluded and evacuated from the venue by 22:00 of the night or the security deposit will be forfeited. The security deposit will be refunded bearing no interest within 7 working days after the event on condition that the aforementioned venue is not soiled or damaged. The lessee will be informed of the refund, which will be delivered by cash-preserved envelope of the post office.
8. In the event of force majeure after the venue is leased to the lessee, or the venue is no longer available for reasons that The University cannot be held responsible, the lessee may defer the occupancy of the venue once, or receive a refund of the fee already paid bearing no interest.

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