

# Guidelines on Venue Rental Management for Filming on Campus

Passed on April 1, 2015, 3rd Administrative Meeting, spring semester of AY 2014-2015

**Article 1.** National Sun Yat-sen University (hereinafter referred to as “the University”) has established these Guidelines to manage the entry of external entities and media (hereinafter referred to as borrowers) to the campus for filming, maintain the campus landscape, and protect the safety of students and faculty.

**Article 2.** To enter the campus to shoot a commercial video, the borrowers must first obtain permission from The Film Development and Production Center, Bureau of Cultural Affairs, Kaohsiung City Government, and then submit the “NSYSU Application Form for Space Rental for Filming” with the related filming plan and script to NSYSU Office of the Secretariat one month prior to the filming. The film crew will be allowed to enter the campus for filming after a positive review of the application.

**Article 3.** If the University is temporarily unable to lend a venue because of special circumstances, it shall notify the applicant to reschedule or cancel the rental, and the applicant may not object. When the rental period is terminated, the fees paid by the borrower will be refunded without interest.

**Article 4.** The venue rental shall be carried out in accordance with fee standards set by each unit of the University.

The borrower shall maintain faculty and students’ safety and cleanness of the campus, and shall not affect campus activities and other academic affairs during filming and maintain tranquility.

The cost of additional support by the University's staff from filming during non-working hours shall be covered separately.

**Article 5.** The borrower shall be liable for any damage to the University's buildings and facilities, injury or death of the staff during filming.

The above applies likewise to the damage of third party’s property on campus.

After the filming, the borrower is obliged to restore the original state of the property.

**Article 6.** The person in charge at the University and the campus security team can conduct an on-site inspection at any time and in case of violation of these provisions, the University may request the suspension or termination of the filming depending on the severity of the violation.

**Article 7.** The borrower, after obtaining permission to film on campus, should provide information on the vehicle type and license plate number to enter the campus and apply for a temporary parking permit from the University's Vehicle Management Committee

and pay the relevant fees in accordance with the regulations.

Vehicles entering the campus should follow the parking regulations of the University.

**Article 8.** For having used the University's premises and resources, the borrower shall add words of thanks to National Sun Yat-sen University at the end of the product or video for public broadcast, provide clip shots or photographs of the University's scenery from the finished video without compensation and authorize the University to use them for nonprofit public broadcast.

**Article 9.** Matters not covered by these Guidelines shall be subject to the relevant laws and the University's regulations.

**Article 10.** These Guidelines were approved by the University's Administration Meeting and implemented upon approval by the President. Any amendments to the regulations are subject to the same proceedings.

Any dispute over interpretations of these guidelines shall be resolved in the court of law base on the Chinese version.