

NSYSU Management Regulations for Long-Term Lease of

Gymnasium Premises

History of Amendment and Approval:

2nd Student Affairs Division Meeting of 2009-Academic Year on 04-03-2010

2nd University Administration Coordination Meeting of 2009-Academic Year on 08-04-2010

6th University Administration Council Meeting of 2009-Academic Year on 29-04-2010

2nd University Endowment Fund Management Committee Meeting of 2010-Academic Year on 29-04-2010

2nd University Endowment Fund Management Committee Meeting of 2019-Academic Year on 22-05-2020

- Article 1 These regulations (hereinafter referred to as the Regulations) are formulated to effectively enhance the effective use, maintenance, and management of the NSYSU Gymnasium in accordance to the National Sun Yat-sen University Directives for the Rental of School Premises.
- Article 2 The Gymnasium (hereinafter referred to as the Gym) is a public shared space for the University; the Sport Development Division in the Office of Student Affairs shall be responsible for the coordination and allocation of the spaces on the Gym premises.
- Article 3 The Regulations are applicable to the rooms that are not used for sports activities in the first and second floor of the Gym. The location, room number, size, and fee standards of available rooms can be found in Appendix 1.
- Article 4 The purpose and use of the lease shall be related to the development of university affairs; applications shall be made in the name of internal units of the University. The application for lease shall be evaluated by the management unit and sent to the Student Affairs Division Meeting for further evaluation, approval, and authorization. The application procedure is as follows:
1. Make inquiries about the desired room.
 2. Fill in the Application Form for Long-Term Lease of Gymnasium Premises. (Please attach relevant documentary evidence for the purpose of the lease).
 3. Make the payment after the approval of the application. Fill out the NSYSU Gymnasium Premises Lease Agreement.
 4. Collect the payment invoice and one set of keys from the management unit. (The key set shall include the key to the entrance of the Gym and the key to the room.)
- Article 5 The rental fee and the cleaning fee shall be waived under the following conditions; the borrowing unit shall be responsible for the cleanliness of the room and shared spaces:
1. Full-time Physical Education teachers who do not have designated offices: Each teacher may apply for one office (the size shall not exceed 26.45m²). If any teacher has other needs for additional space, the teacher should apply for the lease according to the Regulations.
 2. Units under the Office of Student Affairs to be stationed for administrative purposes.
 3. Uses to fulfill special needs of University development with official documentary approval.
- Article 6 The payment of the fees can be made after the approval of the lease and should be completed at least 7 days before the starting date of the lease. Overdue outstanding payments shall be seen as forfeiting the right of the lease.
- Article 7 Should the borrowing unit wish to cancel or end the lease, the unit should inform the management unit at least one month before the desired date of termination. The room should be emptied and restored. After the management unit confirms the restoration of the room, the refunds may be issued. The record of lease shall be kept for reference in evaluating the approval of future leases.
- Article 8 General rules regarding the use of premises:

1. Unauthorized usage of sport venues and facilities by borrowing units outside of the Gym's opening hours is strictly prohibited. The term of lease of violators shall be terminated immediately. No refund shall be entertained.
2. The key to the entrance of the Gym and the key to the room should be returned to the management unit upon the termination of the lease.
3. The borrowing unit should only have the right to use the room during the approved term of lease. The furnishings and facilities in the room during the term shall be installed and maintained by the borrowing unit. Should the borrowing unit wish to add additional power outlets or internet connections, the borrowing unit shall notify the management unit and proceed with the installation with the designated management staff.
4. Each term of lease shall be one year in principle, and shall not exceed two years. A one-year extension may be approved if necessary; each lease may only be extended once. Should the borrowing unit wish to apply for an extension, the application shall be submitted at least two months before the termination of the lease. The room should be restored and vacated upon the termination of the lease; if the room is not restored, the borrowing unit should be charged with any additional fee incurring from the restoration of the room. Should there be any left-behind items, the management unit is not responsible for the safekeeping of such items.
5. The borrowing unit is responsible for the safety of the venue, room, and persons during the term of the lease.
6. If the borrowing unit is found to conduct the following behaviors, the management unit shall have the right to terminate the term of lease immediately; no refund shall be entertained. The borrowing unit should be banned from future application of lease.
 - (1) Total or partial sublease or transfer of any portion of the premises to others.
 - (2) Actual usage and purpose of lease differing from those specified on the application form.
 - (3) Activities disrupting public order and breaching morality.
 - (4) Violation of any law or regulation of the government or of the University.
 - (5) Damage or have the potential of damaging the premises and facilities of the Gym.

Article 9 The ratio of income from the premises management to be appropriated to the University shall abide by the appropriation ratio of classroom and facility income specified in the NSYSU Directives for University Endowment Fund - Self-Generated Income Revenue and Expenditure Management

Article 10 If there shall be any matters not properly addressed in the Regulations, other related regulations of the University shall apply.

Article 11 The Regulations should be practiced after being passed by the University Administration Council Meeting and the University Endowment Fund Management Committee Meeting, and approved by NSYSU President. The same procedure applies for future amendments.

Appendix 1

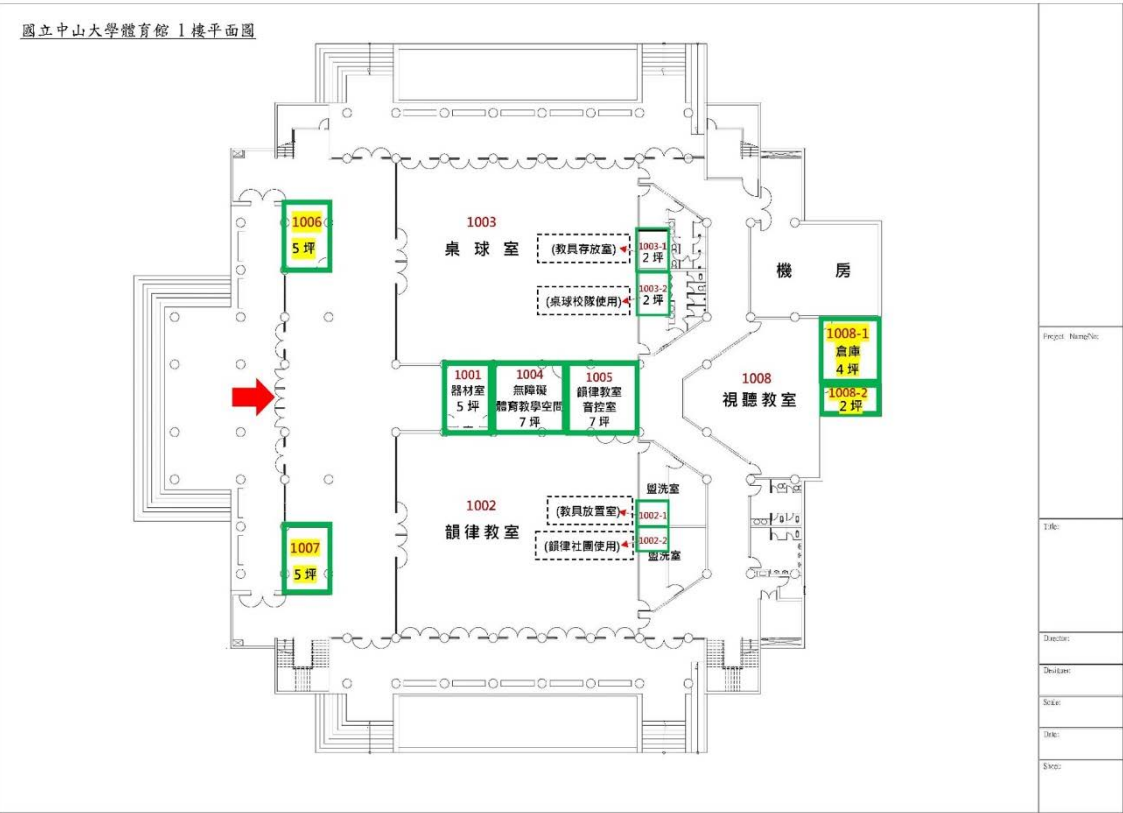
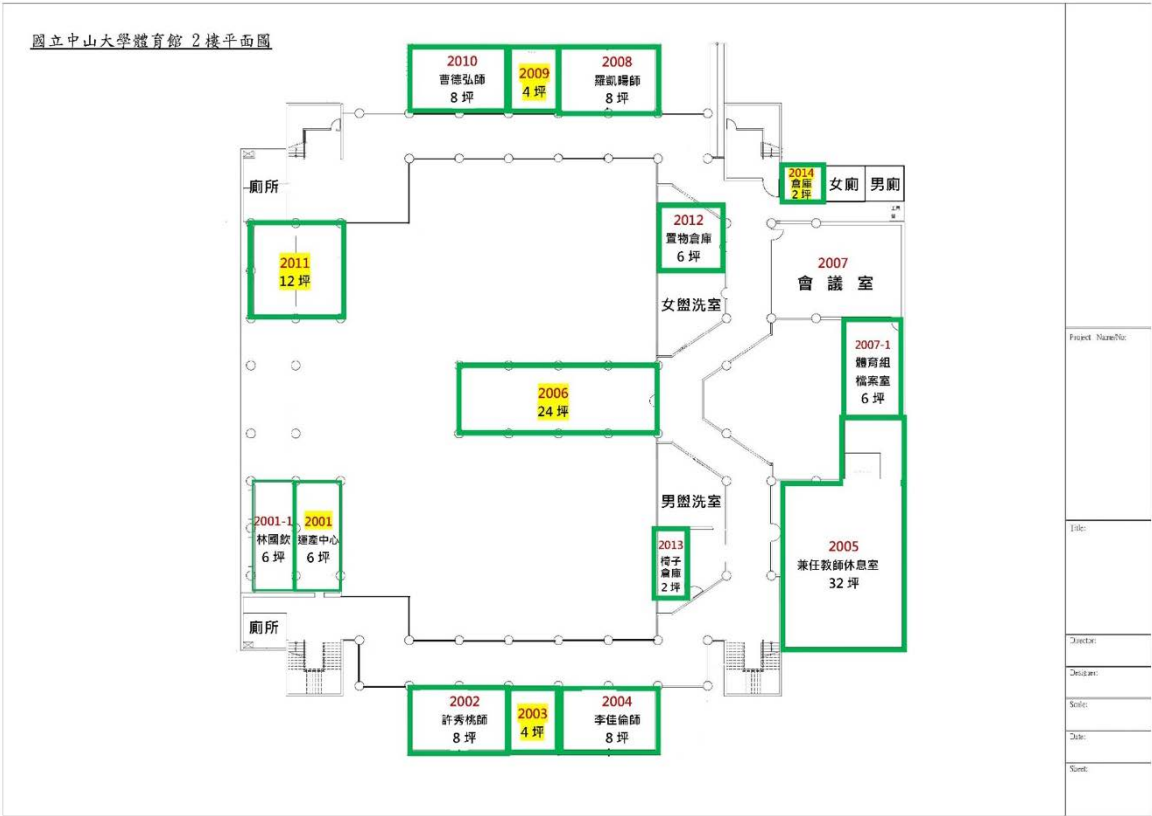
Fee Standards

- Fees shall be charged monthly;
- Rental fee: NTD300/3.30m²; cleaning fee: NTD50/3.30m² per month.

| Room Number | m ² | Rental Fee (NTD) | Cleaning Fee (NTD) | Management Unit |
|---------------|----------------|------------------|--------------------|---|
| 1008-1 | 13.22 | 1,200 | 200 | Office of Student Affairs, Sport Development Division (ext. 2802) |
| 1008-2 | 6.61 | 600 | 100 | |
| 2001 | 19.83 | 1,800 | 300 | |
| 2003 | 13.22 | 1,200 | 200 | |
| 2006 | 79.33 | 7,200 | 1,200 | |
| 2009 | 13.22 | 1,200 | 200 | |
| 2011 | 39.66 | 3,600 | 600 | |
| 2014 | 6.61 | 600 | 100 | |

Appendix 2

NSYSU Gymnasium Floor Plan



NSYSU Office of Student Affairs

Application Form for Long-Term Lease of Gymnasium Premises

| | | | | |
|-----------------------------------|---|-------------------|----------------------------|--|
| Room | <input type="checkbox"/> GM 1008-1 <input type="checkbox"/> GM 1008-2 <input type="checkbox"/> GM 2001 <input type="checkbox"/> GM 2003 <input type="checkbox"/> GM 2006 <input type="checkbox"/> GM 2009 <input type="checkbox"/> GM 2011 <input type="checkbox"/> GM 2014 | | | |
| Term | From yyyy/mm/dd to yyyy/mm/dd , _____ days in total. (Each term should not exceed 2 years) | | | |
| Tenant Unit | | | | |
| Number of Users | | | | |
| Special Needs (Optional) | <input type="checkbox"/> Power outlets <input type="checkbox"/> Internet connection <input type="checkbox"/> Other: _____ | | | |
| Applicant | Name of the Unit | | Name of Applicant | |
| | Contact number of the Unit | | Mobile number of Applicant | |
| | E-mail | | | |
| | Signature/Stamp approval from the head of the unit | | | |
| Notes | 1. The applicant should carefully read the NSYSU Management Regulations for Long-Term Lease of Gymnasium Premises before submitting the application. 2. The application for the lease of premises shall be submitted in the name of the “unit”. | | | |
| Method of Payment | <input type="checkbox"/> wire transfer (internal units shall only adopt wire transfers) <input type="checkbox"/> Cash Invoice Addressee (Title): | | | |
| Total Sum | NTD | | | |
| Signature of Processing Personnel | Managing Unit | Division Director | Vi | |
| | | | | |

NSYSU Gymnasium Premises Lease Agreement

The borrowing unit _____ is approved to the long term lease of the room (GM_____) from yy/mm/dd to yy/mm/dd. The borrowing unit agrees to abide by the following management regulations.

1. Unauthorized usage of sport venues and facilities outside of the Gym's opening hours is strictly prohibited.
2. The key to the entrance of the Gym and the key to the room should be returned to the management unit upon the termination of the lease.
3. The room should be restored and vacated upon the termination of the lease; if the room is not restored, the management unit have the right to proceed to restore and repair the room. Any additional fee incurring from the restoration of the room shall be charged to the borrowing unit.
4. The borrowing unit is responsible for the safety of the venue, room, and persons during the term of the lease.
5. If the borrowing unit is found to conduct the following behaviors, the term of lease shall be terminated and borrowing unit must vacate immediately. The borrowing unit shall not request for any refund.
 - (1) Total or partial sublease or transfer of any portion of the premises to others.
 - (2) Actual usage and purpose of lease differing from those specified on the application form.
 - (3) Activities disrupting public order and breaching morality.
 - (4) Violation of any law or regulation of the government or of the University.
 - (5) Damage or have the potential of damaging the premises and facilities of the Gym.

Acknowledged, agreed, and authorized by:

Borrowing Unit: (signature or stamp approval)

Primary Contact: (signature or stamp approval)

Date: (YYYY) / (MM) / (DD)