

Guidelines on Management and Charge Standard of Student Affair Premises in the Student Center Building

History of Amendment and Approval:
10th University Administration Council Meeting of 2020-academic year on 06-01-2021
4th University Administration Council Meeting of 2021-Academic Year (2nd Semester) on 30-03-2022

1. To assist student clubs in properly utilizing the facilities in the Student Center, the University hereby stipulates the NSYSU Regulations for Rental and Management of Student Center Student Affair Premises (hereinafter the Regulation) in accordance to the NSYSU Directives for the Rental of School Premises.
2. The premises regulated by the Regulation include rooms E3021, E6005, E6006, W2003, W2005, W4015, and W4018 of the Student Center.
3. The premises are open for rental by student clubs only. Rental applications are to be submitted two weeks prior to the usage and only valid upon approval from the Student Life and Career Development Division. If air conditioning is needed, the fees for the air conditioning is to be submitted during office hours three days prior to the usage.
4. Regulations of usage
 - (1) W2005 has wooden tiled floor and requires everyone to remove their shoes before entering.
 - (2) Tables and chairs are not to be moved outside of the premises.
 - (3) Parties should handle the public property with care during usage and make sure to turn off the air conditioner, all fans, lighting and close all windows and door, and also bring away all garbage made during the usage.
5. Parties that use the premises without prior application or violate usage regulations will be forbidden from using the premises for six months and will be accountable for all responsibilities that arise according to the actual situation.
6. The Regulations are passed in the University Administration Council Meeting and implemented upon approval by the President. The same procedure applies in cases of amendments.

NSYSU Rental Fee Standards for Student Center Student Affair Premises

Premises	Air conditioning fees	Equipment
	(for each 3 hours)	
W2005 (Audio-visual room, 15 persons)	150	Projection screen, stereo
W4015 (15 persons)	150	Projection screen ,white board
E3021 (20 persons)	200	Projection screen, piano
W4018 (25 persons)	250	Projection screen, white board
E6005 (40 persons)	400	Projection screen
W2003 (60 persons)	500	Projection screen, white board, stereo, projector
E6006 (Lecture hall, 86 seats)	600	Projection screen, white board, stereo, projector
<p>Note:</p> <p>1. Opening hours for the above premises:</p> <p>(1) W2003 and W2005: Monday to Sunday, 08:00-24:00</p> <p>(2) Other premises: Same as Student Activity Center opening hours</p>		