

國立中山大學演藝廳多用途大廳及練舞室使用及管理要點

Guidelines on Usage and Management of Auditorium, Multipurpose Hall, and Dance Studio

108年5月15日 本校107學年度第2學期第7次行政會議通過
7th University Administration Council Meeting of 2018-Academic Year on May 15, 2019
108年10月30日 本校108學年度第1學期第5次行政會議修正通過
5th University Administration Council Meeting of 2019-Academic Year on October 30, 2019
111年3月30日 本校110學年度第2學期第4次行政會議修正通過
4th University Administration Council Meeting of 2021-Academic Year (2nd Semester) on March 30, 2022

一、本校為有效管理及維護活動中心之演藝廳、多用途大廳、練舞室之場地及設備，訂定「國立中山大學演藝廳多用途大廳及練舞室使用及管理要點」（以下簡稱本要點）。

I. The Regulations are stipulated in order to effectively manage and maintain venues and equipment including the auditorium, the multipurpose hall, and the dance studio.

二、借用應於使用前二週提出申請，經校園生活與職涯發展組核准後於使用日前三天依收費標準（如附件）繳納各項費用，逾期未繳交費用者，視同放棄借用權利。

II. Parties wishing to book the venues shall apply two weeks in advance, obtain approval from the Student Life and Career Development Division and pay all required fees based on the fee collection standards (see appendix) three days prior to the usage. If the fees are not paid by the due date, the right of usage will be forfeited.

三、以下情形得減免場地費：

III. The usage fees will be waived in the following occasions:

(一) 舉辦本校重要慶典及活動。

(1) Holding important festivals or events for the University.

(二) 其他經校長簽准者。

(2) Other occasions as approved by the President.

空調使用費及清潔維護費仍須依收費標準繳納。

The air conditioning fee and cleaning fee shall still be collected according to the standards.

四、為使場地發揮最大效能，活動人數未達借用場地座位數之相當比例（詳附件說明）者得不予借用。

IV. For effective usage of all venues, if the number of users for the event does not reach a certain ratio of the number of seats in the venue (see appendix), the venue will not be lent.

五、活動內容有以下情事者不予借用，已核准者立即停止其使用，並於一年內不得申請使用：

V. Shall the event include any of the following, the usage will not be granted. Granted usage will be revoked and the party will be suspended for one year from booking of any venue. :

(一) 違反政府法令或妨害社會善良風俗。

(1) Violation of law of obstruction of social morals

(二) 與申請登記不符或將場地轉讓他人使用。

(2) Event content differs from that written in the application or right of usage is transferred to other parties.

(三) 有嚴重損害各項設施之虞。

(3) There is risk of severely damaging equipment.

(四) 違反演藝廳、多用途大廳及練舞室使用目的之活動。

(4) Events that are against the purpose of usage for the auditorium, the multipurpose hall, or the dance studio.

六、使用場地應愛惜公物，若有毀損應照價賠償，其佈置及復原工作應由申請單位負責辦理。

VI. Users should handle the equipment, facilities, and venues with care. If there is any damage during the booking session, the users should be held responsible for compensating the damage or repair. The booking party shall be held responsible of restoring the venue to its original state.

七、借用單位未經同意，不得擅自使用各項設備，若須臨時加用或加接任何設備，應先接洽管理員辦理。

VII. The booking party is not allowed to use equipment in the venues without prior approval. If interim usage is necessary, contact the management staff before using anything.

八、此要點經行政會議通過，陳請校長核准後實施，修正時亦同。

VIII. The regulation is approved in the University Administration Council Meeting and implemented upon approval by the President. The same procedure applies in cases of amendments.

國立中山大學演藝廳、多用途大廳及練舞室收費標準
NSYSU Fee Collection Standards for Auditorium, Multipurpose Hall, and Dance Studio

場地 Venue	時段 Time slot	場地費 Rental fee	空調使用費 Air conditioning fee	清潔維護費 Cleaning fee	場地設備 Equipment
		(每時段) (Per time slot)	(每小時) (Per hour)	(每時段) (Per time slot)	
演藝廳 (464 席) Auditorium (464 seats)	平日 Weekdays	12,000 TWD 12,000	1,000 TWD 1,000	4,000 TWD 4,000	單槍投影機-每時段 2,000 元 Projector TWD 2,000 per time slot
	國定假日 及例假日 Weekends/ holidays	17,000 TWD 17,000	1,000 TWD 1,000	4,000 TWD 4,000	
多用途大廳 (120 人) Multipurpose hall (120 persons)	平日 Weekdays	6,000 TWD 6,000	500 TWD 5,000	1,000 TWD 1,000	1. 單槍投影機-每時段 2,000 元 i. Projector TWD 2,000 per time slot 2. 如需用餐則每時段加收 2,000 元清潔維護費 ii. Addition TWD 2,000 cleaning fee per time slot if the hall is used for dining
	國定假日 及例假日 Weekends/ holidays	8,500 TWD 8,500	500 TWD 500	1,000 TWD 1,000	
練舞室 (30 人) Dance studio (30 persons)	全 All	2,500 TWD 2,500	無空調 N/A	1,000 TWD 1,000	
備註 Note	<p>1. 上述場地使用時段區分如下： 上午 8：00~12：00，下午 13：00~17：00，晚上 18：00~22：00，每時段以四小時計，不足四小時以四小時計，超出時間加收下一時段之費用。</p> <p>i. Time slots for the venues are divided as follows: 8:00~12:00, 13:00~17:00, and 18:00~22:00. Each time slot is calculated as four hours, anything under will be treated as four hours, and extra fees will be charged if usage exceeds the time slot.</p> <p>2. 為使場地發揮最大效能，活動人數未達演藝廳或多用途大廳座位數三分之一者得不予借用。</p> <p>ii. For efficient usage, events where the number of participants is under one third of the capacity of the auditorium or the multipurpose hall will not be</p>				

- approved.
3. 場內禁止攜帶飲料、食物、用餐（白開水、杯水可攜入場內。）
 - iii. Food and drinks are not allowed into the venues. (Water is allowed)
 4. 校內各單位借用以收費標準 5 折（空調使用費及清潔維護費除外）計算。
 - iv. Parties from inside the University can have 50% waiver for the rental fee. No waiver is eligible for the air conditioning fee and the cleaning fee.
 5. 校內學生社團借用多用途大廳每時段 4 小時平日為 1,000 元整/假日為 1,250 元整，保證金 500 元整，活動結束後視場地清潔狀況斟酌歸還。
 - v. The rate for student clubs renting the multipurpose hall is TWD 1,000 per time slot on weekdays and TWD 1,250 per time slot on weekends and holidays. There will be a TWD 500 deposit which will be returned depending on the tidiness of the venue after the event.
 6. 校內學生社團借用演藝廳每時段 4 小時場地費平日為 2,000 元整/假日為 2,500 元整，空調使用費每小時 250 元整，保證金 500 元整，活動結束後視場地清潔狀況斟酌歸還。
 - vi. The rate for student clubs renting the auditorium is TWD 2,000 per time slot on weekdays and TWD 2,500 per time slot on weekends and holidays. There will be a TWD 500 deposit which will be returned depending on the tidiness of the venue after the event.
 7. 校內學生社團借用練舞室免費使用，但需保持場地的清潔。
 - vii. Student clubs can rent the dance studio for free. The venue is to be kept clean.
 8. 校內學生社團使用狀況與申請登記項目不符或將場地轉讓他人使用，一年內不得再次申請。
 - viii. In cases student clubs event content differs from that of the application or transfers the right of usage to other parties, the club will be suspended from renting venues again for one year.
 9. 學生社團代表學校對外參加全國性以上之比賽，須利用場地進行彩排者可免費使用二個時段，超過部分仍依原標準收費。
 - ix. Student clubs needing to practice or rehearse for national competition are eligible for venue fee waivers for two time slots. The club will be charged according to the aforementioned standards for any usage that exceeds two time slots.
 10. 以上收費不含營業稅，營業稅另加。
 - x. Business taxes not included for all prices.