

National Cheng Kung University Library Policy for Using Art Exhibition Hall

Approved on Oct. 1, 2004 by Library Commission
Revised on March 19, 2014 by Library Commission
Revised on October 24, 2018 by Library Commission
Approved on March 25, 2019 by Library Commission

Article 1

This policy is stipulated by the National Cheng Kung University Library (hereinafter referred to as the "Library") to govern the use of art exhibition hall (hereinafter referred to as the "Venue").

Article 2

Each activity of the Venue is subject to the approval of the Library or the Arts Center of the School, in which the nature of activity shall be based on static exhibition of academia or art in principle.

Article 3

The leasing period of the Venue shall be not more than three (3) weeks in principle. The opening hours of the Venue will be published by the Library in due course.

Article 4

Application methods for the Venue:

Applying to the Library with completed application form attached with activity plan.

Submitting the application to the School Arts Center.

Applicants should complete the booking no later than one week prior to utilization. In case of time clash with the activity of School or the Library, the later shall have precedence.

Article 5

The following charging standards for borrowing the Venue is prescribed and such charges is managed according to Guidelines of National Cheng Kung University for Field and Equipment Rental Revenue and Expenditure Management.

Activities organized by the School associations and the personal exhibition of the School's faculty and student will not be charged in principle.

External applicants shall be charged for deposit of NT\$3,000 and venue management and maintenance fee of \$ 1,000 per day (less than one day will be charge as one day).

Where a conference hall seminar combining with manufacturer exhibition activity, the

charge shall be a fee of NT\$20,000 per day in principle (less than one day will be charge as one day).

All fees shall be paid no later than three days before the Venue utilization. The applicant fails to pay within the time-limit shall be deemed to give up the right to use.

Deposit will be refunded without interest at the closing of exhibition after the Library has confirmed that venue and equipment are at original condition without damage, loss, and no other circumstances of deposit deduction.

Article 6

Applicants who are incapable to use the Venue due to certain reasons should notify the Library to cancel their reservations at least 3 days prior to the event date and their paid fees and deposit will be refunded without interest. In the event that the incapability to use is due to force majeure reasons, the paid fees and deposit will be refunded without interest.

Article 7

Applicants shall follow the following regulations:

1. Designating a responsible person for the Venue on the application form to coordinate with the person in charge from the Library.
2. Venue decoration and promotional materials posting shall obtain the Library's permission in advance.
3. Dedicated personnel shall be dispatch to take care of self-brought in properties, equipment and materials. The Library is not responsible for any lost or damaged personal belongings, equipment or materials.
4. Upon closing of activity, person responsible for the venue shall immediately contact the Library management personnel to verify that the venue and its equipment are at their original conditions. Non-Library items shall be cleaned out from the Library on the same day.
5. Moving the equipment and facilities of the Venue or setting up private equipment and facility in the venue without permission is prohibited. Equipment of the Venue which are damaged or lost due to improper use by the borrower shall be handled in accordance with the National Cheng Kung University Library Rules for Reader Violations.
6. Unless special need which is approved by the Library, the grass area outside the Venue is prohibited to use in principle.
7. Except for tea breaks in the opening ceremony or conference, dining is not permitted in the Venue.

8. Failure to make full payment or notify the Library to cancel a reservation by the stipulated deadline or in the event of content of exhibition is in discrepancy with application or the regulations of Government or School, or the Venue re-lent to other party, the Library has the rights to terminate the use immediately as well as to suspend the applicant's borrowing right for one (1) year. The paid fees will not be refunded. The deposit will be refunded according to provisions of Article 5 of this Policy. The borrower's objection will not be accepted.

9. Borrowers shall obey the time allowed for use without extension and shall not interfere with other session. An extension under special circumstances may be permitted subject to the approval of the Library.

10. In the event that Library has serious issue and must cancel the borrower's usage, a notice of such cancellation and request for schedule change will be directly delivered to borrower by the Library 14 days before the original approved use date. If the borrower is unable to change schedule, the fees and deposit paid by the borrower will be refunded without interest, to which the borrower's objection and request for compensation will not be accepted.

Article 8

This policy is effective after approval from the Library Commission.

Any revisions shall be processed accordingly.