

## National Cheng Kung University Library Guidelines for the Management of Venue Space of the Library

Approved by Library Committee on March 24, 2023

1. The National Cheng Kung University Library (hereinafter referred to as the Library) has established these guidelines for the effective utilization and management of the venue space managed by the Library (hereinafter referred to as the venue space) in accordance with the “National Cheng Kung University Meeting Site Regulations”.
2. The areas of the venue space are as follows:
  - (1) Outdoor spaces of the main library
    1. Corridor and outdoor square on the first floor
    2. Outdoor grass square on the first floor
    3. Outdoor square and gallery corridor on the first basement level
  - (2) Indoor spaces in the main library
    1. Lobby on the first floor
    2. Multifunctional Area on the east side of the first floor
    3. Training Room on the third floor
    4. Atrium on the fourth floor
    5. Conference Center on the first basement level
    6. Art Gallery on the first basement level
    7. Auditorium on the first basement level
  - (3) Discussion and Interaction Areas on the first floor of the KnowLEDGE
3. The venue space is available for teaching, academic, artistic, literature and arts, and assembly related events.
4. The Library shall be given priority in the use of this venue space in principle. This venue space is also available for borrowing by on-campus units and clubs or by off-campus units and organizations.

The venue space is only available for borrowing during the opening hours of the Library, and is not available for borrowing on days when the Library is closed. However, if there are special needs, those in need may apply to the University Librarian for approval.
5. Procedures for applying to borrow the venue space:
  - (1) To apply for the use of the venue space, the borrowing unit should fill out a venue application form in the University’s [e-Administration system](#). Please read the rules and regulations of the venue in question and submit the event plan and other related documents to apply to the Library.

- (2) If a student club of the University applies for the use of the venue space, it should submit a letter of approval from the Office of Student Affairs or an event plan, and the same applies to changes.
  - (3) Those who borrow the venue space for photography or filming should fill out the Venue Filming/Photography [Application Form](#) and comply with the relevant regulations of the “[Guidelines for the Management of Filming or Photography Applications in the Library](#)”.
  - (4) Applicants who wish to borrow the venue space should submit their applications two weeks to two months before the scheduled borrowing date. However, for international conferences, seminars, performances or special needs, applications can be submitted six months in advance.
  - (5) Applicants who apply for the use of the venue space should pay the full usage fee at least seven days prior to the date of use, or they will be deemed to have given up the borrowing.
6. The usage fee for the use of the venue space is as shown in the annexed table, and the incomes and expenditures are managed according to the “[National Cheng Kung University Site Facility Fee Directions](#)” of the University.

There is no charge for the borrowing of the venue space by units, faculty, staff, or clubs of the University in principle. However, if a fee is charged to the participants or the borrowing unit receives external funding or subsidy, a usage fee for the venue space will be charged.

Approval from the Office of Student Affairs shall be obtained if the student clubs of the University wish to use the venue space for event. Applications for subsidies related to the use of venue space shall be handled in accordance with the “[National Cheng Kung University Student Autonomous Organizations and Student Clubs Fundings for Campus Venues Implementation Plan](#)”.

7. If the Library has an urgent need to use the reserved venue space, it may notify the borrowing unit at least 7 days prior to the reserved date to cancel the use and coordinate to re-schedule a later date and time. The Library shall refund the venue space usage fee paid by the borrowing unit without interest, and the Applicant may not seek any other compensation or reimbursements.
8. The borrowing units may apply to the Library for a postponement or a refund 7 days prior to the reserved date. If the borrowing unit fails to apply for a postponement or a refund within the deadline, the Library may refuse the request. However, the above shall not apply in the event of natural disasters or force majeure that prevents the borrowing unit’s use of the venue space.
9. The borrowing units should comply with the following requirements:
  - (1) The borrowing unit should designate a person on the site to liaise with the venue manager of the Library.
  - (2) The borrowing unit shall be responsible for the safety of the event staff and the maintenance of the venue space in a clean and orderly manner to avoid disturbing others, and shall not

ask the Library to perform any tasks unrelated to the use of the venue. After using the venue space, the borrowing unit should clean the environment and restore the venue to its original state. Please take care of the facilities and equipment of the venue. In the event of damage to equipment, building, or facilities, the borrowing unit shall be liable for damages.

- (3) Any equipment or services not provided by the Library shall be prepared by the borrowing unit with the consent of the Library. The borrowing unit shall be responsible for the custody of its own equipment or devices.
  - (4) The borrowing units should pay attention to the safety of electricity use. If a large amount or special type of electricity is required, they should first contact the Library's electrical and mechanical personnel for confirmation and should not connect the power without permission. Do not move or set up equipment and devices without permission. If the materials or facilities are damaged due to improper use, they shall be handled in accordance with the "[National Cheng Kung University Library Rules for Reader Violations](#)".
  - (5) Posters, marks, flags, banners posted or hung for the events must be approved by the Library in advance and should be removed immediately after the events. Items not removed in time will be deemed as waste and the related processing cost will be borne by the borrowing unit.
  - (6) Vehicles carrying equipment or items into the University or the Library before and after the event should be parked at the designated locations and driven away immediately after loading and unloading. Violators will be dealt with in accordance with the "[Regulations on the Control of Vehicles Driving on Campus at National Cheng Kung University](#)".
  - (7) The use of venue space by the borrowing units should not exceed the booked period. In case of special circumstances and with the consent of the Library, the usage time may be extended and fees will be charged in accordance with these guidelines.
  - (8) If the borrowing unit needs to play self-prepared audio-visual materials or install computer software, it should inform the Library in advance and comply with the relevant intellectual property rights regulations. Use of the Library's computers is subject to the "[National Cheng Kung University Library Guidelines for Use of Electronic Resources](#)".
10. In the event of any of the follow circumstances, the Library may immediately suspend the use of its premises by the borrowing unit, and the fees paid will not be refunded. Such borrowing units will be disqualified from filing applications for one year from the date of the violation. For serious cases, the Library may report to the University or take legal actions in accordance with the law:
- (1) Unauthorized use of the venue without application for approval
  - (2) Renting or lending the venue to other units without permission
  - (3) The actual events are not consistent with those stated in the application

- (4) Units from outside the University apply for the use of the venue space in the name of the University's units or student clubs with the intention of circumventing or reducing the usage fee
  - (5) Unauthorized connection of power lines or changes in power circuit configuration, or use of overloading electrical equipment
  - (6) The volume of the event has affected the readers or the surrounding educational administrative units and no improvement is made after persuasion
  - (7) Intentionally destroy public property or facilities
  - (8) Bringing explosives, dangerous objects, and contraband into the venues
  - (9) Violating the University's rules, government regulations, public order, or good morals
  - (10) Other illegal acts
11. Matters not covered herein shall be handled in accordance with the relevant regulations of the University.
  12. These guidelines will be in effect after approval by the Library Committee, and the same applies to amendments.

Annexed Table

### National Cheng Kung University Library Venue Space Rental Fee Schedule

Category	No	Venue/Facility	Seats	Rental Unit Type	Rent (NT\$, Tax Included)	Remark	
1. Outdoor spaces of the main library (*1)	1	Corridor and outdoor square on the first floor		On-campus unit	1,500	Every 4 hours constitute an interval. The use hours of less than one interval shall be counted as one interval.	
				Off-campus unit	3,000		
	2	Outdoor grass square on the first floor		On-campus unit	2,000		
				Off-campus unit	4,000		
	3	Outdoor square and gallery corridor on the first basement level		On-campus unit	1,500		
				Off-campus unit	3,000		
2. Indoor spaces in the main library	1	Lobby on the first floor		On-campus unit	1,500	Every 4 hours constitute an interval. The use hours of less than one interval shall be counted as one interval. The use hours of more than 8 hours shall be counted as two intervals	
				Off-campus unit	3,000		
	2	Multifunctional Area on the east side of the first floor		On-campus unit			
				Lecture events	1,000		
				Exhibition events	800		
				Off-campus unit			
				Lecture events	2,000		
				Exhibition events	1,600		
	3	Atrium on the fourth floor		On-campus unit	500		
				Off-campus unit	1,000		
	4	Art Gallery on the first basement level		On-campus unit	1,000		
Off-campus unit				2,000			
Conference Center seminar combining with manufacturer exhibition activities				10,000			
5	Conference Center	170	On-campus unit		Every 2		

Category	No	Venue/Facility	Seats	Rental Unit Type	Rent (NT\$, Tax Included)	Remark
		on the first basement level(*2)	(available upon request if the event participants reach 100 persons or more)	Monday to Friday	3,000	hours constitute an interval. The use hours of less than one interval shall be counted as one interval.
				Saturday and Sunday	6,000	
				Overtime charges	8,000	
				Off-campus unit		
				Monday to Friday	6,000	
				Saturday and Sunday	10,000	
				Overtime charges	12,000	
6	Training Room on the third floor(*3)	60	On-campus unit	2,000		
			Off-campus unit	4,000		
7	Auditorium on the first basement level	70 (available upon request if the event participants reach 10 persons or more)	On-campus unit	2,000		
			Off-campus unit	4,000		
3. Indoor spaces of the KnowLEDGE	1	Discussion and Interaction Areas on the first floor of the KnowLEDGE	20~30 seats in principle	Only available for on-campus units	1,000	Every 1 hour constitute an interval. The use hours of less than one interval shall

Category	No	Venue/Facility	Seats	Rental Unit Type	Rent (NT\$, Tax Included)	Remark
						be counted as one interval.
4. Facility	1	Laser Projector in the Conference Center		On-campus/ off-campus unit	500	Every 2 hours constitute an interval. The use hours of less than one interval shall be counted as one interval.
	2	Projector in the Auditorium		On-campus/ off-campus unit	300	
	3	150-inch Mobile Projector Screen		On-campus/ off-campus unit	200	

## Notes:

1. An additional fee of NT\$10,000 is charged if the event renting a venue involves catering or snack vendors; catering must be approved by the on-campus unit.
2. Conference Center: NCKU departments as organizing institutions and no any registration fee for attendance are available from Monday to Friday as a principle of free charge, and NT\$6,000 per 2 hours on Saturdays and Sundays. However, those who are co-organizers or charge participants or receive off-campus subsidies will be charged NT\$3,000 per 2 hours from Monday to Friday, and NT\$6,000 per 2 hours on Saturdays and Sundays. If it is less than 2 hours, it will be charged as 2 hours.
3. Please check the computer quantity with the management division.

**\* These rules were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.**