

National Cheng Kung University Library Rules of the Conference

Center

Approved by the Library Committee on 06.18.2002

Revised and approved by the Library Committee on 10.01.2004

Revised and approved by the Library Committee on 03.21.2005

Revised and approved by the Library Committee on 12.15.2006

Revised and approved by the Library Committee on 10.26.2012

Revised and approved by the Library Committee on 03.19.2014

- I. National Cheng Kung University Library (hereinafter referred to as the Library) has formulated its rules in accordance with the National Cheng Kung University Rules for Facilities Management, as its foundation for managing the use of Library Conference Center (including seminar rooms).
- II. Applications are available for groups between 100 to 170 people for the following use:
 1. Academic conference, symposium and workshop hosted or organized by the University.
 2. Campus activities approved by the University.
 3. Other events that are approved by the curator.
- III. NCKU faculty, staff and student are eligible to apply for the Conference Center during service hours.
- IV. The Library shall publicize the opening schedule of the Conference Center. It is not available on library closed days and national holidays.
- V. Applications should be submitted to the Library along with related meeting agendas and event aims. Applicants should make the reservation at least one week prior to the date needed. The seminar rooms should be applied in conjunction with the Conference Center and cannot be applied separately.

If the dates for the use conflict with events hosted by the Library or the University, the Library or the University has the priority to use the Conference Center.
- VI. The charge of Conference Center is based on National Cheng Kung University Rules for Facilities Expenses.
 1. Events hosted by NCKU and no any admission fee for attendance shall be free of charge on weekdays, and will be charged at a rate of NT\$1,000 per hour on Saturday and Sunday. Events cosponsored by NCKU or attended with an admission fee shall be charged at a rate of NT\$1,500 per hour on weekdays, NT\$2,000 per hour on Saturday and Sunday. Use for less than one hour will be charged for one hour.

2. Applicants use the seminar rooms as the venue for meals, should pay for an extra fee of NT\$1,000 per room per day.
3. Overtime use of the facilities has to be approved by the Library and liable to an overtime fee of NT\$2,000 per hour. Use for less than one hour will be charged for one hour.
4. All the fees must be paid within three days after the event, applicants fail to pay the fees will be then not be allowed to rent the Conference Center again until the fees are paid.

VII. Applicants shall comply with the following regulations:

1. The applicant shall be in charge of the Conference Center and make contact with the Library staff.
2. Decorations or posters shall be set up only after getting approval from the Library.
3. Food and drink are prohibited to bring into the conference rooms. The space around the Conference Center is not permitted to serve meals.
4. The equipment shall be operated by the Library staff. Extra fees for equipment use shall be paid by the applicant.
5. No equipment shall be moved around or set up in the conference rooms without permission. Any damage caused because of the improper use shall be processed according to the "National Cheng Kung University Library Rules for Reader Violations".
6. Applicants shall set up equipment that are not provided by the Library after getting permission from the Library.
7. Applicants shall comply with copyright law if they play their own audio or audio-visual materials. Violator shall take his own legal responsibility.
8. Any personal belongings, equipment or materials should be properly safeguarded. The Library will assume no responsibility for any loss or damage incurred to such items.
9. Applicants should contact the Library staff to check and verify all the facilities and equipment immediately after the event. Items not belong to the Library shall be removed out of the Library on the same day.
10. Applicants shall comply with the agreed schedule. An extended schedule should first be approved by the Library, and it will then be charged according to Article VI of the regulations.
11. If applicants transfer the use of the Conference Center to others, not in accordance to application content, national laws and the University rules, the Library will suspend the applicants' right to use the Center immediately and no refund shall be made of the fees paid, and the applicants shall be suspended from using the Center for one year.
12. Applicants who cannot use the Conference Center as scheduled should inform the Library of the cancellation. The refund shall be approved by the President before a refund is processed.
13. If a cancellation is necessary due to a major event, the Library will inform applicants and

refund the original payment. In such cases, the applicants should not raise any objections or requests for further compensation.

14. If the purpose of the application is for academic conference, the applicants should provide two copies of the conference proceeding to the Library with no charges.

VIII. The rules governing the management of the Conference Center shall be formulated by the Library, approved by the Library Affairs Meeting and submitted to the Library Committee.

IX. These rules and their revisions are approved by the Library Committee.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.