

## **Guidelines for Application and Rental of National Chengchi University International House Open Areas**

Approved by the Office of International Cooperation Committee, May 30, 2013

- Article 1 The following guidelines are established by the Office of International Cooperation (hereinafter referred to as the “OIC”) of National Chengchi University (hereinafter referred to as “NCCU”) to effectively manage and utilize the public recreational areas of the International House (hereinafter referred to as “I-House” ) as well as maintain normal dormitory operations.
- Article 2 The recreational areas of the I-House are as follows:
- 2.1 Lobby, TV room, and lounge on the first floor; and
  - 2.2 Dining areas on the second and fourth floors.
- Article 3 To ensure that living conditions of I-House are peaceful and quiet, the areas set forth in the preceding Article are only open from 08:00 am to 9:30 pm daily. Special cases approved on a case-by-case basis may be exempted from the above time limits.
- Article 4 The application process and eligibility for use of I-House areas are as follows:
- 4.1 Where NCCU units apply for use of the areas, such applications shall be submitted to the OIC for approval two weeks in advance of any planned activities.
  - 4.2 Where I-House residents apply for use of the areas, such applications shall be made with prior consent from the I-House advisor and submitted to the OIC for approval three weeks in advance.
  - 4.3 The dining area on the second floor is reserved for residents on the second and third floors only. The dining area on the fourth floor is reserved for residents on the fourth and fifth floors only.
- Article 5 Application and use of the aforementioned areas is subject to the payment of cash deposits and usage fees charged on the following basis:
- 5.1 Cash Deposits: A cash deposit of NT\$2,000 will be charged per single use. The borrowing unit or user should make the

payment at the service counter on the first floor of I-house prior to use. The deposit will be refunded in full upon completion of the activity and after the area has been cleared up and returned to its original state. In the case of any damage to public facilities, the borrowing unit or user will be held responsible for compensation and the incident recorded and taken into consideration when assessing future applications.

## 5.2 Usage Fees:

5.2.1 For dining areas on the second and fourth floors, a usage fee of NT\$500 will be charged every 4 hours (Less than four hours will be counted as four hours).

5.2.2 For the lobby, TV room and lounge on the first floor, a usage fee of NT\$1,000 will be charged every 4 hours (Less than four hours will be counted as four hours).

50% of the usage fees for the lobby and lounge will be granted only if no more than half of the aforementioned areas is used and shared at the same time with other residents.

Article 6 If NCCU is in urgent need of the areas which have already been approved for use, the OIC will notify the applicant of the revocation seven days prior to date of the proposed use; in no case may the applicant raise any objection or make any claim for compensation.

Article 7 The managerial personnel at the counter of I-House reserve the right to suspend immediately use of the areas under the following circumstances:

7.1 The actual use is inconsistent with the use registered at the time of application.

7.2 The users extend their use outside the permitted area or lend the area to other persons without approval.

7.3 The users continue to be excessively loud and noisy despite receiving a warning.

7.4 The use of stereo equipment, electrical appliances, or any other hazardous items without prior approval.

7.5 The users violate the NCCU school rules, national laws and regulations, and/or disturb public order.

Article 8 These Guidelines have been approved by the OIC Committee and promulgated by the President of NCCU before enforcement. The same procedure shall apply upon their revision.