

National Sun Yat-sen University Library  
and Information Service Department

## Place Use and Charge Policy

Amended and approved at the 5th Executive Meeting on November 2, 2022

- I. National Sun Yat-sen University Library and Information Service Department (hereafter refer to as LIS) makes the policy for the convenience of school staffs, students or outside users to effectively use places at LIS to engage in teaching, research and interactive learning activities.
- II. The place application ought to be submitted two weeks before using.
- III. The rent ought to be paid one week before using according to the fee standard. If the rent isn't paid in time, the application will be cancelled. In case of cancelling the application, LIS should be informed at least 3 days before the rent; otherwise the rent fee will not be refunded.
- IV. Fee standard of LIS place:

Location	Place name	Charge	Note
B1F	Video Seminar Room	NTD\$ 5400/session	<ol style="list-style-type: none"> <li>1. The using hours are needed to cooperate with the opening hours of the library.</li> <li>2. LIS has the priority to use the video conference room of 1F and the exhibition room of 3F.</li> <li>3. Each period of using hours are:                             <ol style="list-style-type: none"> <li>(1) 08:00am~12:00pm</li> <li>(2) 13:00pm~17:00pm</li> </ol> </li> </ol>
	Conference Room	NTD\$ 1400/session	
	Computer Classroom	NTD\$ 2000/1 hr (20% off of the fee for rent over 20 hours.)	
1F	Video Conference Room	NTD\$ 1400/session	<ol style="list-style-type: none"> <li>4. The exhibition room of 3F is available from 9:00-17:00 daily.</li> <li>5. The service of broadcasting video conferences and video recording, etc. NTD\$300/hour.</li> <li>6. Computer classrooms are equipped with teaching broadcast system.</li> </ol>
	Hall	NTD\$ 1400/session	
	Front Porch	NTD\$ 500/session	

	Back Porch	NTD\$ 500/session	<p>7. If there is the need for extra electricity, Internet linking or other equipment, there will be additional fee.</p> <p>8. The borrowing of the exhibition room is subject to the principle of not changing the original layout. If the borrowing unit has other decorations, please restore them to their original state after the event. If there are additional repair expenses, the borrowing unit must bear the repair costs.</p> <p>9. A security deposit (30% of the rent) must be paid before renting the exhibition room. The security deposit will not be refunded until the exhibition space is restored to its original condition. When student groups are exempt from venue fees, they still need to pay a deposit: \$5,000 for one day; \$7,200 for more than 2 days.</p>
2F	Seminar Room	NTD\$ 2800/session	
3F	Exhibition room	NTD\$ 10000/day (40% off of the fee for rent over 8 days.)	
4F	Audio-visual room	NTD\$ 3600/session	

- V. The rent for school faculty will be 50% off of the total sum and for co-organizer, 20% off of the total sum.
- Activities organized by student groups approved by on-campus units are exempt from venue fees. However, if they must obtain plans from other units to subsidize venue fees, or have external foundation support (such as sponsorship from manufacturers), a 50% discount on the fee standard or the upper limit of the venue fee budget will apply.
- VI. Please cherish public property. If there is any damage to the public property, it should be compensated as the original prices. Users are responsible for the decoration and the restoration of renting space and need to comply with the rule of each place. For the users who disobey the rules, LIS has the right to cancel the application or cut off the right of using.
- VII. This policy will be adopted after administrative conference of NSYSU and the approval by the president of the university. The same procedure will be applicable for amendments.