

# Regulations Regarding National Chung Hsing University Chung Hsing Startup Base Venue Use Management and Charges

Enacted at 1st Creativity and Entrepreneurship Business Promotion Committee on October 17, 2018

Article 1 General Center for Academia-Industry Collaboration of National Chung Hsing University specifically sets up the “Regulations Regarding National Chung Hsing University Chung Hsing Startup Base Venue Use Management and Charges” (hereinafter referred to as the “Regulations”) in order to strengthen the use management of its affiliated “Chung Hsing Startup Base” (hereinafter referred to as the “Base”).

Article 2 The venue in this Base basically is provided for the use of teaching, keynote speeches, seminars, entrepreneurial team advisory and business consulting related to innovation and entrepreneurship.

Article 3 The venue to which these Regulations apply includes:

The venue for external borrowing: Makerspace 301 on the third floor of the Base, Makerspace 302, Multi-Functional Conference Room 303.

Venues only borrowed by the settle-in teams or the teams involved in the innovation and entrepreneurship related projects: the Meeting Room 201 on the second floor of the Base and the Joint Workspace 305 on the third floor.

Article 4 Procedures and Rules for the Venue Borrowing of the Base:

- (1) Those who intend to use the venue should fill in the Venue Reservation Application Form on the Chung Hsing Startup Base website two weeks before the event and submit the venue borrowing application form and the relevant documents of the activity (such as the event plan, website, poster, etc.) to the Division of Creativity and Entrepreneurship Business of the General Center for Academia-Industry Collaboration (hereinafter referred to as the “Division”) for review.
- (2) The Division shall issue a demand note for payment of fee for the use of venue after the review approved. The applicant shall pay the fee to the cashier within three days. After payment, the proof of payment shall be returned to the Division thereby the borrowing procedure is completed. Otherwise, the reservation will be cancelled.
- (3) The Division has priority use rights, followed by the settle-in team, and finally the external unit. When two borrowing units in the same order at the same time, the earlier applicant is given priority.
- (4) If the applicant is not able to use the venue as scheduled for any reason, the applicant shall notify the Division two days before the date of use, and negotiate on other time of use.
- (5) Except for the force majeure, such as natural disasters, the applicants shall cancel the venue rental and notify the Division two days before the use of the venue. The deposit will be refunded in half and the venue fee will be refunded without interest.

- (6) If the applicant cancels the venue use without notice in advance, the deposit will be forfeited and the venue fee will not be refunded.

Article 5 The fees for the venue of the Base shall be:

(1) Borrowing and charging hours:

1. The borrowing time is from Monday through Sunday, and not for borrowing on national holidays.
2. Charges are based on “time interval”: morning time: 8:00~12:00; afternoon time: 13:00~17:00; evening time 18:00~22:00.

(2) Charging Standards:

1. The venue borrowed externally:

Venue Number of Ping and Persons	External Units		Internal Units
	Venue Charge	Deposit	Venue Charge
Makerspaces 301 & 302 (about 39.7 m <sup>2</sup> , capacity of 20 people) (including equipment, without consumables)	NT\$4,000	NT\$1,000	NT\$2,000
Multi-Function Classroom 303 (about 79.4 m <sup>2</sup> , capacity of 60 people)	NT\$6,000	NT\$2,000	NT\$3,000

2. Meeting Room 201 (about 39.7 m<sup>2</sup>, capacity of 20 people) and joint workspace 305 (about 79.4 m<sup>2</sup>, capacity of 60 people) free of charge, but the borrowing units are not allowed to charge profits externally.
3. The teams that settle in the Base borrows Makerspaces 301, 302 and multi-functional classroom 303 basically does not charge fees, but if the teams are going to use the venue for profit-making purposes, the amount of venue charge is collected same as the on-campus units.

(3) Charging Regulations:

1. If the use of the venue exceeds the borrowing time by more than 30 minutes, the overtime fee shall be charged at the hourly rate of the venue cost; exceeds more than 30 minutes but less than one hour will still be treated as one hour
2. Borrowing the venue during non-working hours shall be additionally charged NT\$400 per time, and NT\$100 per hour for overtime, less than one hour will be treated as one hour.
3. If the borrowing of venue is for making profit externally, an additional 50% of the venue cost will be added.
4. The invited guests parking fee shall be borne by the applicant and shall not be included in the venue cost.
5. No venue cost and deposit for related courses and activities of innovation

and entrepreneurship jointly organized by the applicant and the Division. The same applies to the courses and activities subject to the project jointly implemented.

Article 6 Precautions shall be noted upon the use of the venue:

- (1) The venue shall be kept clean, and no items or garbage can be left behind. After use, the items shall be returned to the original place, and the items left behind on the venue may be disposed of after the reminder and the items still have not been removed.
- (2) During the period of use, the applicant shall be responsible for the maintenance of order, public safety and environmental sanitation inside and outside the venue, and shall be guided by the venue management personnel.
- (3) It is not allowed to set up ticket offices, sell booths, post posters, publicity slogans, advertisements, etc. without permission; posters, promotional slogans, advertisements, etc. that have been approved for posting shall be removed as soon as possible after the event.
- (4) All facilities and equipment in the venue shall be immediately notified to the Division if they are found to be defective or damaged before use.
- (5) During the use of the venue, the borrowing unit shall be responsible for the maintenance and storage of the venue, equipment and instrument. In case of any loss or damage, the borrowing unit shall be responsible for the repair and compensation, which shall be compensated according to the price in the event it cannot be repaired. If it is not repaired or compensated within the time limit set by the Division, the Division may use the deposit to repair and compensate. If the deposit is insufficient, the Division may ask the borrowing unit for additional compensation.

Article 7 If the applicant has one of the following circumstances, the Division may immediately stop its borrowing rights, the fees paid shall not be refunded, and its application shall not be accepted within one year:

- (1) The applicant unit is not the same unit that actually uses the venue.
- (2) The content of the activity is inconsistent with the original application.
- (3) The content of the activity is harmful to the health of others and the safety of the building.
- (4) Transferring (borrowing) the venue to another user.
- (5) Deliberately destroy public property.
- (6) Violating the provisions of the Regulations.
- (7) Other factors that have been identified by the Division as unsuitable for borrowing.

Article 8 Other unsettled matters shall be handled in accordance with the provisions of the “Regulations Regarding National Chung Hsing University Venue Equipment Management and Charges”.

Article 9 These Regulations shall be supervised and implemented by the Division of Creativity and Entrepreneurship Business of the General Center for Academia-Industry Collaboration. Any unsettled issues may be amended by

Creativity and Entrepreneurship Business Promotion Committee convened from time to time.

Article 10 These Regulations shall be implemented after being adopted by the Creativity and Entrepreneurship Business Promotion Committee and submitted to the President for approval. The same shall apply as to amendments hereto.