

國立中興大學法政學院會議室及公用空間租用辦法暨收費標準

Regulations and Fee Schedule for the Rental of Conference Rooms and Public Spaces at the College of Law and Politics, National Chung Hsing University

105年12月14日院務會議通過
December 14, 2016—Approved by the College Affairs Meeting
106年3月29日院務會議修正
March 29, 2017—Amended by the College Affairs Meeting
108年11月7日院務會議修正
November 7, 2019—Amended by the College Affairs Meeting
112年3月2日院務會議修正
March 2, 2023—Amended by the College Affairs Meeting
115年3月26日院務會議修正
March 26, 2026—Amended by the College Affairs Meeting

一、會議室租借 Meeting Room Rental

| 使用者 User 場地 Venue | 院內單位 Units within the College | 本校單位 Units within the University | 校外單位 External Units |
|----------------------|----------------------------------|-------------------------------------|-------------------------------|
| | 場地使用費 (時段) Venue Usage Fee | 場地使用費 (時段) Venue Usage Fee | 場地使用費 (時段) Venue Usage Fee |
| 537會議室 (40人) | 免費 Free | 5,500元 NT\$5,500 | 7,300元 NT\$7,300 |

申請說明：Application Instructions

一、本空間為演講、會議及研討會使用；系所課程、學生社團、教師個人活動或長期性活動不得申請。

This venue is exclusively reserved for lectures, meetings, and conferences. Departmental courses, student organization activities, faculty members' personal functions, and extended-duration events are not eligible for facility reservation.

二、本空間提供免費使用之優先順序如下：

Priority order for complimentary use of this venue is as follows:

(一) 院務相關會議以及由本院主辦之學術活動。

The College organizes administrative meetings and academic events.

(二) 本院核心課程之相關活動。

Activities associated with the College's core curriculum

(三) 由院內系所、中心主辦之國際交流活動。

Departments and research centers organize international exchange events within the College.

(四) 由院內系所、中心主辦，但系所因故無法提供活動場地者（應提供說明）。

Events are organized by departments and centers within the college where departmental venues are unavailable (justification required).

(五) 支援校務相關之活動。

Activities in support of university affairs.

(六) 支援社管大樓管委會或管理學院主辦之活動。

Events organized by the Social Sciences and Management Building Administrative Committee or activities hosted by the College of Management

三、除前述免費使用活動之外，悉依本標準收費。

All other uses not listed in the above complimentary categories shall be charged according to

these fee standards.

四、申請時應附議程、公告、活動內容等相關文件。

Applications shall be submitted with supporting documentation, including, but not limited to, an agenda, official announcements, and program details.

五、借用單位最遲於活動前7日提出申請，如需繳費請於核准申請表通過後3日內至本校出納組繳納費用，並連同繳費收據繳回至院辦公室，以資確認，否則視同放棄當次使用資格，已繳費者不得申請退費。

The borrowing unit must apply at least 7 days before the event. If payment is required, please pay the fees at the university's cashier's office within 3 days after the application is approved. The payment receipt must be submitted to the college office for confirmation. Failure to do so will result in forfeiture of the usage rights for that instance. No refunds will be issued for payments already made.

六、本收費標準以時段計，分別為上午時段：8:00-12:00、下午時段：13:00-17:00。逾期使用每小時加收該時段場地費之30%，未滿半小時以半小時計，逾半小時但不滿一小時者以一小時計。

Time slots calculate the fee: Morning slot: 8:00-12:00, Afternoon slot: 13:00-17:00. For overtime usage, an additional 30% of the venue fee for that time slot will be charged per hour. Any period under 30 minutes will be counted as 30 minutes; any period exceeding 30 minutes but less than one hour will be counted as one full hour.

七、使用期間請愛惜公物，使用後請清潔環境（含清除所有場地佈置）並由活動場地負責人點交場地與設備，如有毀損需照價賠償。

Please take good care of public property during use. After use, please clean the venue (including removal of all decorations). The person in charge of the event venue should conduct a handover inspection of the venue and equipment. Any damage must be compensated at full replacement cost.

八、申請單位使用場地時，需配合政策不得使用中國廠牌資訊產品宣導及調查。

When using the venue, the applying unit must comply with the policy regarding the promotion and survey of the prohibition of Chinese-brand information and communication technology products.

九、凡各單位欲借用會議室，請事先自行勘查場地並詢問相關設備、器具，以確認是否符合需求，並務必於使用前1-2天進行設備測試，以免發生軟體不合而影響使用。一旦提出申請，即視為已了解並同意會議室所供應之環境與器材並將自行進行測試，如遇不可抗力因素，申請後任何糾紛情事均請使用單位自行處理，院辦公室一概不負責。

Units interested in borrowing the meeting room should inspect the venue and inquire about relevant equipment and facilities in advance to ensure they meet their requirements. Equipment testing must be conducted 1-2 days before use to avoid software compatibility issues that might affect usage. By applying, the unit is considered to have understood and agreed to the meeting room's environment and equipment conditions and will conduct testing independently. In case of force majeure, any disputes arising after application must be handled by the using unit; the college office will not be held responsible.

十、本收費標準經本院院務會議通過後實施，修訂時亦同。

These fee standards shall be implemented upon approval by the College Affairs Meeting, and the same procedure applies to any amendments.

十一、院辦公室聯絡 電話：04-22840822 電子信箱：clp@dragon.nchu.edu.tw
College Office Contact Information: Phone: 04-22840822; Email: clp@dragon.nchu.edu.tw

二、公用空間租借 Public Space Booking

| 場地 Venue | 517 室 Rm. 517 | 518 室 Rm. 518 | 929 室 Rm. 929 |
|---------------------|---------------|---------------|---|
| 坪數 Size | 7.5625 坪 | 7.5625 坪 | 6.9938 |
| 租借費用 Rental Fee | 60,000 元 | 60,000 元 | 每組位子費用為每人每日 新臺幣 100 元 |
| 院內單位 Internal Units | 48,000 元 | 48,000 元 | NT\$100 per person per day per workstation |

說明：

- 第一條 (一) 有意租用 517、518 室公用空間單位應每年向院辦公室提出申請，每單位限申請一空間，租期為 1 月 1 日至 12 月 31 日止。申請時間為前一年度 11 月 1 日至 15 日，11 月底公告結果，12 月 15 日前完成繳費。如申請數量超過空間總量，以抽籤決定；如院內無單位提出申請，將開放院外單位申請。租期以一年為原則，原承租單位可申請續租一次。
Units wishing to rent the shared spaces in Rooms 517 and 518 must submit an application to the College Office annually. Each unit may apply for no more than one space. The rental period runs from January 1 to December 31. Applications must be submitted between November 1 and 15 of the preceding year; results will be announced by the end of November, and payment must be completed by December 15. If applications exceed available spaces, allocation will be determined by lottery. If no internal units apply, the spaces will be opened to external units. The rental term is one year in principle, and existing tenants may apply for one renewal.
- (二) 929 室為國外交換及訪問學者研究室，位子僅限本院單位申請，須於租用前兩週提出，並依申請順序辦理。
Room 929 serves as a research room for visiting and exchange scholars from abroad. Workstations are available exclusively to units within the College. Applications must be submitted at least two weeks prior to the intended rental date and will be processed in order of application.
- 第二條 (一) 517、518 室公用空間租用費依每空間租借費用價格計價，每年繳交一次。
Rental fees for the shared spaces in Rooms 517 and 518 are charged at the listed price per space and are to be paid once per year.
- (二) 929 室每組位子費用為每人每日新臺幣 100 元，須一次繳清。
The fee for Room 929 is NT\$100 per person per day per workstation and must be paid in full at once.
- 第三條 如需變更空間規劃（如隔間、通風櫥設置、水電重新配置等），須事先提出申請並經管委會審核通過。租期屆滿後一週內須恢復原狀，相關變更、改裝及復原費用由租用單位及場地負責人負責。
Any modifications to the spatial layout (such as partitioning, installation of fume hoods, or reconfiguration of utilities) must be applied for in advance and approved by the Management Committee. Within one week of the rental period's expiration, the space must be restored to its original condition. All costs associated with modifications, renovations, and restoration are the responsibility of the renting unit and the designated person-in-charge.
- 第四條 租用期間，如院辦公室因消防設備檢查等需要進入空間，承租單位（人）應配合之。租期屆滿後由院辦收回空間。517、518 室公用空間院辦得視需要提前三個月通知終止使用並收回空間。

During the rental period, the renting unit or individual must cooperate with the College Office when access to the space is required for purposes such as fire safety equipment inspections. Upon expiration of the rental period, the space shall be reclaimed by the College Office. For the shared spaces in Rooms 517 and 518, the College Office reserves the right to terminate use and reclaim the space with three months' prior notice.

第五條 承租單位（人）有下列情形之一者，立即終止使用並停權一年：

The rental agreement shall be immediately terminated and the renting unit or individual suspended from rental eligibility for one year if any of the following occurs:

（一）違法行為。

Engagement in illegal activities.

（二）妨害公共利益或善良風俗。

Acts that harm the public interest or public morals.

（三）使用目的不符。

Use of the space for purposes inconsistent with the stated intent.

（四）違規轉租。

Unauthorized subletting.

（五）有危害公共安全之虞。

Actions that pose a risk to public safety.

（六）經通知限期繳費，逾期仍未繳交。

Failure to make payment within the deadline after receiving a notice of overdue payment.

第六條 521 室為學程使用。

Room 521 is reserved for program use.

第七條 本收費標準經本院院務會議通過後實施，修訂時亦同。

These fee regulations shall take effect upon approval by the College Affairs Meeting, and any amendments shall follow the same procedure.

【In case of any dispute, the explanation should be based in the Chinese version.】

法政學院會議室使用申請表
College of Law and Politics Meeting Room Application Form

112年3月2日院務會議通過
 March 2, 2023—Approved by the College Affairs Meeting

| | | | |
|---|---|------------------------|------------|
| 申請單位 Applying Unit | | | |
| 申請日期 Date of Application | 年 月 日 year month date | | |
| 申請人/場地負責人 Applicant | | | |
| 聯絡電話/手機 Contact Number | | | |
| 會議名稱/用途說明 Event Title/ Purpose of Use | | | |
| 預計使用人數 Expected Number of Participants | 人 | | |
| 租借器材 Equipment Rental | <input type="checkbox"/> 筆電（含簡報筆）Laptop (with Presentation Pointer) <input type="checkbox"/> 無線麥克風 Wireless Microphone <input type="checkbox"/> 視訊設備 Video Equipment <input type="checkbox"/> 其他 Others | | |
| 使用時間 Time of Use | 自 年 月 日 時 <input type="checkbox"/> 上午時段（08：00-12：00） From: Year ___ Month ___ Day ___ Time ___ <input type="checkbox"/> AM Session (08:00-12:00) 至 年 月 日 時 <input type="checkbox"/> 下午時段（13：00-17：00） To Year ___ Month ___ Date ___ Time ___ <input type="checkbox"/> PM Session (13:00-17:00) | | |
| 審核結果 Application Result | <input type="checkbox"/> 同意借用 Approved <input type="checkbox"/> 不收費，但須負責場地、器材、清潔與回復原狀之責。 Free of charge, responsible for venue care, equipment maintenance, cleaning, and restoration to the original state. <input type="checkbox"/> 收費： 個時段，場地使用費： 元。 Fee Required: Sessions: _____; Venue Rental Fee: _____ <input type="checkbox"/> 不同意借用，審核理由：Application Rejected, Review Comments | | |
| 申請人 Applicant | 申請單位主管 Head of Applying Unit | 院辦公室 College Office | 院長 Dean |
| | | | |

法政學院公用空間租用申請表

College of Law and Politics Public Space Rental Application Form

112年3月2日院務會議通過

March 2, 2023—Approved by the College Affairs Meeting

| | | | |
|---------------------------------|--|------------------------|------------|
| 申請單位名稱 Applying Unit | | | |
| 申請日期 Date of Application | 年 | 月 | 日 |
| | year | month | date |
| 申請人 Applicant | | | |
| 申請人系所 Applicant's Department | | | |
| 聯絡電話/手機 Contact Number | | | |
| 申請空間地點 Venue Location | 社管大樓 室 | | |
| 借用期間 Period of Use | 年 | 月 | 日 |
| | From Year | Month | Date |
| | 至 | 年 | 月 |
| | to Year | Month | Date |
| 用途說明 Purpose of Use | | | |
| 申請結果 Application Result | <input type="checkbox"/> 可租用，社管大樓 室，租借費用： 元 Approved for Rental: Social Sciences Bldg. Room _____, Fee: _____ | | |
| | <input type="checkbox"/> 可租用，不需收費。 Approved for Use: No Charge. | | |
| | <input type="checkbox"/> 不同意租用，理由： | | |
| | Request Denied. Reason for rejection: _____ | | |
| 申請人 Applicant | 申請單位主管 Head of Applying Unit | 院辦公室 College Office | 院長 Dean |
| | | | |