

NATIONAL CHENGCHI UNIVERSITY

Office of General Affairs

Regulations Governing Management of Classroom Reservations

December 16, 2004 Passed by the 1st General Affairs Meeting, fall semester, Academic Year 2004-2005

**This English version is intended to provide a general understanding of the original Chinese regulations. In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.*

- Article 1 The Office of General Affairs ("the Office") of National Chengchi University (NCCU or "the University") formulates the *Regulations Governing Management of Classroom Reservations* ("the Regulations") to enhance the efficiency of classroom utilization and the management of classroom reservations.
- Article 2 Classroom reservations managed by the Office are available during the following times: weekends, national holidays, and winter and summer breaks from 8:00 AM to 10:00 PM, and school day evenings from 6:00 PM to 10:00 PM. These reservations apply to classrooms overseen by the Office of General Affairs, excluding those managed by individual colleges. To apply for classroom reservations in the College of Commerce and the Research Building during school day evenings, contact the Instruction Resources Section, Office of Academic Affairs. Such reservations are restricted to pedagogical purposes. To apply for classroom reservations related to student club activities, please contact the Student Activities Section, Office of Student Affairs.
- Article 3 To reserve classrooms managed by the Office, applicants must submit a Classroom Reservation Application Form to the Office. Each reservation period is limited to one semester. Once approved, the Classroom Reservation Application Form must be submitted to the building maintenance workers for processing. For non-pedagogical purposes that require the use of e-learning equipment, applicants must provide certification for e-learning classroom usage.
- Article 4 In accordance with the University's energy conservation and carbon reduction policies, and to ensure effective centralized classroom management, classroom reservations management by the Office shall prioritize the following buildings in order: the General Building of Colleges, Da Yong Building, Information Building, and Research Building. Classrooms in the General Building of Colleges shall take precedence; if they prove insufficient, the other buildings shall be made available in the prescribed order. Should circumstances necessitate the use of classrooms in additional buildings, applicants shall clearly state the reasons in the Classroom Reservation Application Form and obtain the co-signature of the relevant units. Reservations for such classrooms shall proceed upon approval.

Article 5 Classroom reservations managed by the Office shall give priority to pedagogical activities and large-scale examinations. In instances where classroom reservation requests conflict among applicant units, the applicant units shall coordinate to resolve the issue. The outcomes of such coordination shall be stated on the Classroom Reservation Application Form and submitted to the building maintenance workers or other relevant units to facilitate appropriate arrangements.

Article 6 Classroom reservations managed by the Office are, in principle, for static activities. Users shall comply with the following regulations to ensure the protection and proper management of the classrooms:

- I. Evening-time reservations shall not extend beyond 10:00 PM.
- II. Smoking is strictly prohibited. The placement or use of firecrackers, fireworks, gas stoves, rice cookers, induction cookers, oil lamps, oil products, candles, or other flammable items is forbidden. Cooking is forbidden. All users must comply with fire prevention and disaster prevention regulations.
- III. Eating and drinking is forbidden in classrooms with carpets or wooden floors.
- IV. Users must comply with electrical safety standards. Altering or improperly connecting power lines is strictly prohibited. Electrical equipment shall not exceed the designated power load, and all power sources must be turned off upon leaving the classroom.
- V. Users shall maintain the cleanliness and order of the classroom and control noise levels during activities. All posters, flags, and decorations must be removed, and the classroom must be returned to its original condition upon the conclusion of the use.
- VI. The right to use a reserved classroom must not be exchanged or transferred without prior authorization. Any coordination among applicants must be stated on the Classroom Reservation Application Form.
- VII. Activities that interfere with the surrounding environment, such as haunted house events, are strictly prohibited.
- VIII. Deliberate damage to public property and other illegal acts are strictly prohibited.

Article 7 Users shall be held liable for any damage to equipment or facilities in the classroom caused by their actions.

Article 8 If a user violates the Regulations and fails to comply after being advised or instructed by the venue management unit, the venue management unit may immediately terminate the user's access to the classroom. Where the circumstances are severe, the case shall be submitted to the competent authority for deliberation. Actions involving public danger shall be prosecuted in accordance with the law.

Article 9 The classroom reservations managed by the Office is primarily for the University faculty, staff, and students, and is not open to the non-NCCU units.

Article 10 If the University requires the use of classrooms managed by the Office for large-scale events, the Office shall notify the reserving unit at least one week in advance. The reserving unit shall not raise any objections or request compensation.

Article 11 The Regulations shall be passed by the General Affairs Meeting and implemented upon promulgation. The same procedure shall apply to any amendments.